

# Handbook for the Arkansas County Agricultural Agents Association

Affiliated with the National Association of  
County Agricultural Agents

## Forward

On behalf of the Officers, Directors, and Membership of the Arkansas County Agricultural Agents' Association – it has been our pleasure to prepare this handbook; so that you may become more familiar with the activities, accomplishments, and duties of the membership of the County Agricultural Agents' Association – both at the state and national level.

The object of this Association is to promote high standards of service to the people of Arkansas, professional improvement of the members of the ACAAA, and to promote the total Arkansas Cooperative Extension Service in the state.

Thomas E. Phillips, Chairman

### **What is the County Agents' Association?**

The Arkansas County Agents Association is a professional organization which is designed to give dignity to, and stimulate a personal pride in the opportunity to serve the people of Arkansas in a profession as important as agriculture and related fields.

Your Association has a responsibility in carrying the message of the Land-Grant College to the people. Through this organization we shall have the opportunity

of demonstrating the value of teamwork in every branch of the Land-Grant College.

The Association is always interested in the growth and improvement of the University and in improving ourselves professionally so that we may represent the University at its best. We must also act as a recruiting agent for getting more students enrolled in the College of Agriculture.

The Arkansas County Agricultural Agents' Association is a member of the National Association of County Agents, sending delegates to the National Association Annual Meeting each year.

The Arkansas County Agricultural Agents' Association cooperates with the Arkansas Cooperative Extension Service, United States Department of Agriculture and other Agricultural Agencies.

The objectives of this organization shall be to encourage a high standard of professional performance; to promote a high degree of cooperation and loyalty; to improve the effectiveness of Cooperative Extension work, and to carry out the policies and programs of the Land-Grant Colleges in the United States.

### **The County Extension Agent**

Who is this person -- the County Extension Agent?

As an employee of local, state, and federal unies of government; the agent is an agent for change . . . . . a catalyst for progress.

The agent is the educational representative of the U. S. Department of Agriculture as well as a faculty member of his state's Land-Grant University.

As a public servant, the agent draws upon the government and educational institutions for support—benefiting both private industry and individual citizens.

### **The County Extension Agent is a Teacher**

A representative of the Extension Service - - an extension of the educational arm of his Land-Grant University – the County Extension Agent shows people how to apply the newest scientific and technological knowhow to their operations and uses the resources of his cooperators in industry. Through

Extension Service programs for 4-H and other youth, the County Extension Agent helps young people develop knowledge and skills.

### **Duties of Committee Chairmen of the Arkansas County Agricultural Agents' Association**

When agents are elected to serve the ACAA in the capacity of a committee chairman, agents acceptance of this responsibility will require additional time, effort, and sacrifice on agents part. Due to the great importance of committee work in ACAA, agents are encouraged to uphold the high ideals of the County Extension Agent profession in accordance with it's Constitution and By-Laws including the Association policy. Through continued observance of these ideals and consideration of the following duties as chairman.

State Committee Chairs are appointed by the President Elect and serve from the end of one NACAA AM/PIC through the end of the next NACAA AM/PIC.

#### **Calender of Events for State Committee Chairmen**

##### **December**

- Mail or place on the ACAA Web Page professional improvement program reminders to members.
- Identify tours, seminars, workshops, and awards programs within your responsibility.

##### **January**

- Begin determining who will serve as state judges. Requests an entry from each member within your program area.

##### **February**

- Notify members and remind them of entry deadline for professional improvement opportunities.
- Make sure members know about non-contest opportunities.

##### **March**

- Collect professional improvement program entries, have them judged, and rank State winners.
- Mail winning entries and State reports to Vice Chair as instructed. Be sure entries are in compliance with rules and regulations.
- Make sure entries are made by members of ACAA; contact the Secretary.
- Write State winners and extend congratulations.

### April

- State reports and winning entries should be submitted to the Regional Vice Chair no later than April 1. Entries not forwarded to the Regional Vice Chair should be returned to members.
- Order plaques through the State Recognition and Awards State Chair.

### May

- Complete displays to be used at State Annual Meeting/Professional Improvement Conference.
- Remind State winners of their responsibility of presenting programs at the ACAAA AM/PIC.
- Encourage State winners to participate in the annual meeting.

### June

- Present awards to State winner during the annual awards banquet.
- Conduct Resolutions Committee at the ACAAA AM/PIC.
- Read resolutions to members during the Business Session.
- Submit written resolutions to the Secretary within two weeks of the conclusion of the ACAAA AM/PIC.

### Summer

- Plan to attend the NACAA AM/PIC and attend workshop for State Committee Chairs.

### **Specific Chair Responsibilities:**

#### Professional Improvement Council State Chair: Animal Science, Forestry, and Horticulture

Conduct State Judging for Dairy Price Risk Management Workshop and NACAA/RISE Horticulture/Turfgrass Seminar and Study Tour.

#### Professional Improvement Council State Chair: Agronomy & Pest Management, Agriculture Economics, and Aquaculture/Sea Grant

Conduct State Judging for Applied Science & Technology Seminar and the Cotton Marketing Training Seminar.

#### Extension Programs State Chair

Conduct State Judging for Livestock Production Program, Crop Production Program, Farm and Financial Management Program, and Environmental Protection through Responsible Use of Pesticides - Rural and Urban.

4-H & Youth State Chair

Conduct State Judging of 4-H Search For Excellence Program.

Professional Excellence State Chair

Conduct State Judging of Poster Session and Awards Recognition Abstracts Program.

Communications Committee State Chair

Conduct State Judging of Communications Program.

Public Relations State Chair

Conduct State Judging of Agriculture Ambassador Program and PRIDE Program.

Extension Development Council State Chair

Conduct State Judging of Sustainable Agriculture Workshop/Holistic Management Workshop. Inform members of material received related to Public Relations & AG Issues, Early Career Development, Administrative Skills Development, and Teaching & Communications programs.

Scholarship State Chair

Conduct State Judging of Scholarship applications. Conduct auction at ACAA AM/PIC to raise funds for NACAA Scholarships.

Recognition and Awards State Chair

Conduct State Judging of PURSELL PINNACLE AWARD Program. Order plaques for all awards programs. Conduct DSA and AA selection meeting by contacting previous DSA recipients. The meeting is held during the Farm Bureau Annual Convention. Conduct recognition program for DSA=s during the Farm Bureau Convention.