

Memorandum of Understanding NAAE Committee Leadership (Chair or Secretary)

The National Association of Agricultural Educators (NAAE) is a professional organization for agricultural educators at all levels of instruction and leadership. Membership includes classroom teachers at elementary, middle, secondary and postsecondary levels of instruction, teacher educators of agricultural education, state-wide coordinators/supervisors of agricultural education, and college/university students who are preparing to become agricultural educators. Priorities include professional growth of agricultural educators, teacher recruitment, retention, and recognition, advocacy for agricultural education, and providing member services and benefits.

The NAAE is governed by an elected Board of Directors consisting of a president, president elect, and six regional vice presidents, past-president, and chief executive officer. The business of the NAAE is conducted through a committee process consisting of five standing committees: advocacy in agricultural education, financial review, member experience, professional development, and teacher recruitment, retention and recognition. Voting members of each committee consist of three members from each of the six NAAE regions. Committee chairs and secretaries are elected from and by the voting members of each standing committee. The board consultant and staff consultant are non-voting members of the committees.

Serving as a NAAE committee chair or secretary requires the understanding, support, cooperation and commitment of the committee leaders' local administration. Service as a NAAE committee chair or secretary requires some time away from local duties to represent the interests of agricultural educators at the national level.

Committee representation includes participating in at least two virtual (web-based) committee meetings per year. Committee chairs and secretaries are required to attend the annual NAAE convention; complimentary convention registration fees, at the early-bird advance registration rate, will be provided for committee chairs and secretaries. All committee leaders are responsible for registering themselves for the NAAE convention. Following the convention, committee chairs and secretaries must complete a voucher, including the convention registration receipt, to be reimbursed for their registration fee. Only committee chairs and secretaries that travel to the convention and perform the duties that are associated with their committee will be reimbursed. Committee chairs and secretaries are encouraged to attend their respective regional NAAE meetings.

Duties and Responsibilities of NAAE Committee Chair

1. The committee chair will participate in conference calls with the NAAE board of directors for board committee meetings and reports during the NAAE board of director's meetings in winter (usually February/March) and summer (usually August/September). The board consultant, staff consultant, or NAAE president-elect will contact the committee chair with specific information on these conference call meetings.
2. Schedule, plan, and conduct at least two virtual (web-based) committee meetings per year with the full committee consisting of three committee members per NAAE region. The board and staff consultant will assist. The winter virtual committee meeting will be held between the annual NAAE convention and ideally by the end of January, and the summer virtual committee meeting will be held between the completion of regional meetings and the summer NAAE board meeting. Official committee business will be conducted during these virtual (web-based) committee meetings. All NAAE members are welcome to participate in discussion during these virtual committee meetings; the three committee members per NAAE region will cast votes on committee business.
3. Plan and conduct a committee discussion forum during the annual NAAE convention. Provide copies of the agenda and any supporting documents for committee members and additional NAAE members who may be in attendance. All NAAE members are welcome to participate in discussion during this committee meeting.
4. Present a committee update during the business session at the annual NAAE convention.
5. The term of service for a committee chair will be one year beginning on January 1 and at the winter virtual committee meeting which will occur between NAAE convention and the end of January. The term of service will end on December 31.

Duties and Responsibilities of NAAE Committee Secretary

1. The committee secretary will keep a record of full committee business and prepare committee reports from the virtual(web-based) committee meetings held during the year and the discussion forum during the NAAE convention.
2. The term of service for a committee secretary will be one year beginning on January 1 and at the winter virtual committee meeting which will occur between NAAE convention and the end of January. The term of service will end on December 31.

Serving as a NAAE committee chair or secretary is more than an "honor." It requires leadership, representation and commitment. It gives the local educational institution and community visibility nationwide and enhances the opportunity for professional growth for the local educator, educational institution, and the community.

We, the undersigned, have read this Memorandum of Understanding and we pledge our cooperation during the term of service.

Name of Candidate	Signature of Candidate	Date
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NAAE Committee	Position Candidate is Seeking (chair or secretary)
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Approved:

Signature of Local Administrator (principal, dept. head, etc.)	Title	Date
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Received:

NAAE Chief Executive Officer	Date
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Prospective NAAE committee chairs and secretaries are required to complete the Memorandum of Understanding and submit it to the NAAE office no later than September 15th.