

MEMORANDUM OF UNDERSTANDING

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, intermediate, secondary and postsecondary levels of instruction, teacher educators of agricultural education and state supervisors of agricultural education. Priorities include agricultural education program development and improvement, governmental relations and federal legislation, professional/agriculture/agribusiness relations, and member service/recognition.

The NAAE is governed by an elected Board of Directors. The six Vice Presidents are elected for three-year terms by delegates attending their respective region meetings during the national convention. The six Secretaries are elected for a one-year term by delegates attending their respective region meeting during the national convention. It is likely the vice president will become a candidate for President and the Secretary will become a candidate for Vice-President. The President-Elect is elected by delegates attending the annual association business meeting at the national convention. The President-Elect will automatically succeed to the office of President after their term as President-Elect, and thereafter automatically succeed to the office of Immediate Past President after the term of President. The combined services as President-Elect, President, and Immediate Past President will constitute a single three-year commitment, with each position serving a one-year term. Candidates for President and President Elect must have served on the Board of Directors within the past four years.

Serving on the NAAE Board of Directors requires the understanding, support, cooperation and commitment of the school administration, Board of Education, parents, students, and the community. Service as an officer of the NAAE requires time away from the school and community to represent the interests of agricultural educators at the national level. Representation includes attending meetings specified in the NAAE operating policies, attendance at meetings determined by tenure on the Board of Directors and at special professional meetings which are called unexpectedly. The NAAE will pay costs incurred for those meetings in accordance with their operating policies. The local school district will pay costs of the substitute teacher(s) whenever the representative is from that school district. The NAAE will strive to keep time away from task at a minimum by scheduling travel and meetings on Saturdays and Sundays whenever possible and scheduling meetings in June, July and August whenever feasible.

Serving as a national officer is more than an "honor." It requires leadership, representation, and commitment. It gives the local school and community visibility nationwide and enhances the opportunity for professional growth for the local teacher, agricultural education department, school and the community. We have read this Memorandum of Understanding and Approximate Travel Committees for NAAE Board Members, support the concept and pledge our cooperation during the term of office of:

Name of Candidate	Signature of Candidate	NAAE Office Candidate is Seeking
Approved: _____		
Principal/Site Administrator		Date
Approved: _____		
Superintendent/Chief Administrator		Date
Approved: _____		
Chair, Board of Education		Date
Received: _____		
NAAE Chief Executive Officer		Date

National officer and regional secretary candidates are required to complete the Memorandum of Understanding and submit it to the NAAE office no later than September 15th.

Approximate Travel Commitments for NAAE Board Members

<u>Date</u>	<u>Week Days</u>	<u>Weekend Days</u>	<u>Total Days</u>
January/February			
National Ag Ed/FFA Inservice (optional)	2	1	3
February/March			
NAAE Board Meeting	2	1	3
ACTE National Policy Seminar (optional)	3		3
June			
NAAE Regional Meeting (this varies by region)	3	1	4
State Association Meetings (this varies by region)	3	1	4
July			
State Association Meetings (this varies by region)	2	1	3
August			
State Association Meetings (this varies by region)	2	1	3
August/September			
NAAE Board Meeting	2	1	3
October			
National FFA Convention (this is not unique to NAAE board members – many ag teachers attend – NAAE does not reimburse travel costs for this event)	4	2	6
November/December			
NAAE Convention	5	2	7
Totals	28	11	39

Notes:

A good deal of the travel occurs in summer months when school is not in session.

The president and president elect may have additional meetings to attend during the year. Every effort is made to minimize the amount of time away from regular responsibilities as an agricultural educator.

Regional secretaries are only required to attend their respective regional meeting and the NAAE Convention.