

## **Memorandum of Understanding NAAE Committee Service (Chair, Secretary, or Member)**

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 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 consisting of a president, president elect, and six regional vice presidents. The business of the NAAE is conducted through a committee process consisting of seven standing committees; finance, marketing, member services, policy and bylaws, professional growth, public policy, and strategic planning. 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 member, secretary, or chair requires the understanding, support, cooperation and commitment of the committee members' local administration. Service as a NAAE committee member, secretary, or chair 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 members and 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 members are encouraged to attend the annual NAAE convention. Committee members, secretaries, and chairs 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 directors meetings in winter (usually February or March) and summer (usually July). 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. One virtual committee meeting will be held between the annual NAAE convention and ideally by the end of January, and the second virtual committee meeting will be held between the summer NAAE board meeting and the NAAE convention. 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 full committee meeting 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; if official votes on committee business need to be taken during this meeting, only the three official committee members per NAAE region will be allowed to cast votes.
4. Present a full committee report during the business session at the annual NAAE convention.

- The term of service for a committee chair will be one year beginning at the virtual committee meeting between the NAAE convention and ideally by the end of January.

**Duties and Responsibilities of NAAE Committee Secretary**

- 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 meeting during the NAAE convention.
- The term of service for a committee secretary will be one year beginning at the virtual committee meeting between the NAAE convention and ideally by the end of January.

**Duties and Responsibilities of NAAE Committee Members**

- Participate in at least two virtual (web-based) committee meetings per year with the full committee consisting of three committee members per NAAE region. One virtual committee meeting will be held between the annual NAAE convention and ideally by the end of January and the second virtual committee meeting will be held between the summer NAAE board meeting and the NAAE convention. 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.
- Committee members are encouraged, but not required, to participate in the committee meetings during the NAAE convention. To the extent possible, official committee business will be conducted during the virtual (web-based) committee meetings.
- The term of service for a committee member will be three years beginning at the virtual committee meeting between the NAAE convention and ideally by the end of January.

Serving as a NAAE committee chair, secretary, or member 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.

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Name of Candidate	Signature of Candidate	Date
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NAAE Committee	Position Candidate is Seeking (chair, secretary, member)
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Approved: \_\_\_\_\_

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

NAAE Executive Director	Date
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**Prospective NAAE committee members and leaders are required to complete the Memorandum of Understanding and submit it to the NAAE office no later than December 31<sup>st</sup>.**