

## **Memorandum Of Understanding NAAE Committee Chair and Vice-chair**

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. Members of the NAAE board of directors serve as consultants to the full committees. Committee chairs and vice-chairs are elected by the voting members of each standing committee. Each committee consists of a chair, vice-chair, board consultant, and two members from each of the six NAAE regions.

Serving as a NAAE committee chair or vice-chair requires the understanding, support, cooperation and commitment of the school administration, Board of Education, parents, students and the community. Service as a NAAE committee chair or vice-chair requires time away from the school and community to represent the interests of agricultural educators at the national level. Representation includes attending the annual NAAE convention, attending regional NAAE meetings, and participating in conference calls with the NAAE board of directors at least two times per year.

To express appreciation for service, NAAE will reimburse the NAAE convention registration fee for committee chairs at the ACTE-member early-bird advance registration rate; NAAE will reimburse the NAAE convention registration fee for committee vice-chairs at one-half of the ACTE-member early-bird advance registration rate. Committee chairs and vice-chairs are responsible for registering themselves for the NAAE convention. Following the convention, committee chairs and vice-chairs must complete a voucher, including the ACTE convention registration receipt, to be reimbursed for their registration fee. Only committee chairs and vice-chairs that travel to the convention and perform the duties that are associated with their committee will be reimbursed.

### **Duties and Responsibilities of NAAE Committee Chair and Vice-chair**

#### **Before Convention:**

1. The committee chair should participate in conference calls with the NAAE board of directors for committee reports during the NAAE board meetings in winter (usually February or March) and summer (usually July). Board consultant or NAAE president-elect will contact committee chairs with specific information on these conference calls.
2. Contact committee consultant (NAAE Regional VP) by September 15<sup>th</sup>
  - a. Inform the Regional VP of your intention to attend the annual convention and to complete committee responsibilities.
  - b. Request committee report from winter and summer NAAE board meetings, as well as regional committee reports.
  - c. Request list of committee members from board consultant
3. Prepare committee agenda and forward a copy to the consultant for review and comments.
4. Forward final copy of committee agenda to committee members, consultant and vice-chair.

#### **During Convention:**

5. Bring copies of the agenda and the summer NAAE board meeting committee reports for your committee members and any additional NAAE members who may be in attendance. Review agenda and bring with you any outside documents that may need to be referenced during the committee meeting (i.e. applications).
6. Be prepared to reference prior committee documents located on the NAAE website.

7. Acquire committee report form document from board consultant for vice-chair to record minutes and to prepare the written report.
8. Chair will preside over committee meeting and vice-chair will act as recorder during the NAAE convention.
9. Start meeting on-time.
10. Take attendance and make introductions. Be sure that two voting members from each region are in attendance (make corrections on committee list).
11. Encourage participation by all in attendance, but voting privileges are reserved for official committee members.
12. Consultant is available to you and the committee to answer questions the committee may have, but not to run the meeting. The consultant is a liaison between the NAAE board and the committee.
13. At the completion of the meeting, the committee will need to elect a chair and vice-chair to serve the next year's committee. (It is likely that the current vice-chair will move to committee chair for the next year's meeting.)
14. Vice-chair needs to prepare committee report and submit to the NAAE registration desk in a timely manner as per instructions provided by the committee consultant.
15. During the business session, committee chair will present the committee report. At the completion of the report, chair moves for acceptance of the report.

Serving as a NAAE committee chair or vice-chair 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, the undersigned, have read this Memorandum of Understanding, support the concept, and 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 or vice-chair) |
|----------------|---|

Approved: \_\_\_\_\_

|                              |      |
|------------------------------|------|
| Principal/Site Administrator | Date |
|------------------------------|------|

Received: \_\_\_\_\_

|                         |      |
|-------------------------|------|
| NAAE Executive Director | Date |
|-------------------------|------|

**NAAE committee chair and vice-chair candidates are required to complete the Memorandum of Understanding and submit it to the NAAE office no later than September 15<sup>th</sup>.  
(This deadline date is extended to October 15 for the 2012 year only.)**