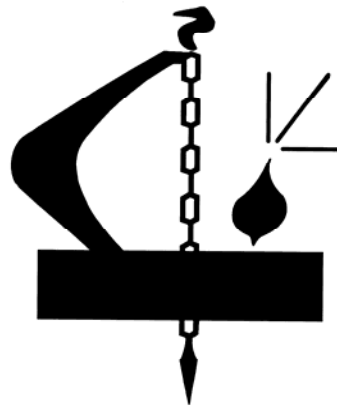


**Nebraska Association of
Family and Consumer Sciences**



**JOB
DESCRIPTIONS**

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Note: Items appearing in red font indicate items that will be addressed in proposed By-Law changes in 2007-08.

ORGANIZATIONAL STRUCTURE OF BOARD OF DIRECTORS AND EXECUTIVE COUNCIL

Board of Directors	Executive Council Members	All Executive Council Members are welcomed at ALL meetings, but if there is an "Y" in a box, then your attendance is very important because of your responsibilities. Try to attend if possible. If not, then you must send a written report to the Executive Council Member to which you have been assigned.			
		Summer	Fall	Winter	Spring
President	Annual Meeting	Y	Y	Y	Y
	Public Affairs	Y	Y	Y	Y
	Marketing/Public Relations	Y	Y	Y	Y
Past-President	Recognition		Y	Y	Y
	Scholarship		Y		Y
President-Elect	Membership	Y	Y	Y	Y
	Student Unit Chair	Y	Y		Y
	Student Unit Adviser	Y	Y		Y
VP – Program	Bylaws/Handbook		Y	Y	Y
Treasurer	Finance Committee			Y	Y
Secretary	Newsletter	Y	Y	Y	Y
	Certification			Y	Y
Executive Secretary	Nominations and Elections		Y	Y	Y

BY-LAWS CONCERNING THE BOARD OF DIRECTORS

Source: Article VI of the NAFCS By-Laws

Membership:

President, President-Elect, Past President, Vice President-Program, Recording Secretary, Treasurer, Nominating Chairperson, Student Unit Chair. The Executive Secretary is an ex-officio member.

Quorum:

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Meetings:

Regular meeting held at annual meeting of the membership; special meetings may be called at the request of the President or and three Board members. Special meetings require three days notice prior to such meeting.

Meeting may be held by telephone or other technology-assisted options.

Functions:

1. Manage the business of NAFCS.
2. Receive the budget prepared by the finance committee.
3. Appoint, evaluate annually, and determine the responsibilities of the Executive Secretary.

BY-LAWS CONCERNING THE EXECUTIVE COUNCIL AND COMMITTEES

Source: Article IX of the NAFCS By-Laws

Membership:

Members of the Board of Directors, chairperson of standing committees, faculty adviser to Student Unit, chairpersons of action groups. Ex-officio members include the FCCLA State Adviser, a NAFCS member who hold an executive or appointive office in AAFCS, other Ad Hoc committee chairs appointed or retained by the president.

Quorum:

Not specified in the By-laws.

Meetings:

Not specified in the By-Laws.

Functions:

1. Meet with the Board of Directors serving as a forum for discussion.
2. Consider and act upon matters of general interest which affect the welfare of NAFCS.

Standing Committees:

1. Bylaws-Handbook
2. Finance

PRESIDENT

The president shall be elected annually to serve as President-Elect for one year, as President for one year, and as Past President for one year.

ELECTION OR APPOINTMENT PROCESS

Article IV-Section 2. The president-elect shall be at least one nominee, elected annually serving as president-elect for one (1) year, as president for one (1) year and one (1) year as past president. The president-elect shall assume office as president at the close of the annual meeting of the year during which this officer has served as president-elect. Only a member who has served on the Board of Directors or Executive Council within the past five (5) years shall be eligible for the presidency.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article V – Section 1. The president shall be the chief executive officer of the NAFCS and shall exercise general supervision over the interests and welfare of the organization. The president shall be a member of and chairperson of the Board of Directors and the Executive Council. The president shall preside at the annual business meeting of the NAFCS; shall appoint all committees and chairpersons, the appointment of which is not otherwise specifically provided for in these Bylaws; shall appoint members to fill un-expired terms in case of vacancies in both elective and appointed officers, except for the office of president-elect. The president shall approve the treasurer’s appointment of an auditor of the treasurer’s books. The president, with the approval of the Board of Directors, shall appoint annually NAFCS Senate delegates and alternate delegates to the AAFCS Senate. The president shall represent NAFCS at AAFCS annual meeting. In even-numbered years the president appoints division chairpersons. In case of a vacancy in the unexpired term of the president, the president-elect shall fill the unexpired term.</p>	<ol style="list-style-type: none"> 1. Be ex-officio member of all committees. 2. Serve as chairperson of the Board of Directors and the Executive Council. 3. Designate the chairperson of the Nominations and Elections Committee to serve on the Board of Directors soon after annual meeting. Chair should have prior experience on the committee. 4. Appoint or dissolve an ex-officio committee. 5. Appoint members to fill un-expired terms in case of vacancies in both elective and appointive offices, except for office of President-Elect. 6. Contact the President-Elect for appointment of co-chairperson of standing committees and Annual Meeting Chair(s). Contact the Student President for the name of the Student Unit Advisor. 7. Assist the Executive Secretary in the compilation of the Executive Council directory. 8. Appoint delegates-at-large and alternates for AAFCS Assembly of Delegates and submit names to AAFCS. 9. Serve as official delegate to AAFCS meetings and to the State Presidents’ Unit of AAFCS. 10. Work with the Executive Secretary to develop the agenda one month prior to upcoming meetings. Send materials to the Executive Secretary for copying and distribution. 11. Approve the Treasurer’s Annual appointment of an auditor for the Treasurer’s books. 12. Ascertain, at the first Executive Council meeting, what the current year’s program of work will entail and who will be responsible. With the aid of the Vice President of Program of Work, supervise the activities of the year. 13. Represent NAFCS when in contact with other professional organizations. 14. Serve as Ex-officio member of the State FCCLA Advisory Board. 15. Preside at the annual business meeting of the Association. 16. Arrange for the annual review of, and evaluate, Executive Secretary’s performance prior to March 1. 17. Contribute regularly to the AAFCS newsletter. 18. Prepare an annual report and submit three copies to the Executive Secretary.

PRESIDENT – ELECT

The president shall be elected annually to serve as President-Elect for one year, as President for one year, and as Past President for one year.

ELECTION OR APPOINTMENT PROCESS

Article IV - Section 2. The president-elect shall be at least one nominee, elected annually serving as president-elect for one (1) year, as president for one (1) year and one (1) year as past president. The president-elect shall assume office as president at the close of the annual meeting of the year during which this officer has served as president-elect. Only a member who has served on the Board of Directors or Executive Council within the past five (5) years shall be eligible for the presidency.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article V - Section 2. The President-elect shall be a member of the Board of Directors and the Executive Council with vote. The president-elect shall serve as a member of these standing committees: (1) program, (2) bylaws and handbook, and (3) ex-officio member of the finance committee. The president-elect shall serve as official delegate to AAFCS Senate and the AAFCS Board of Directors. The president-elect shall fill an un-expired term of the president. The president-elect shall appoint standing committee co-chairpersons to serve one (1) year as co-chairperson and one (1) year as chairperson. The president-elect also select two people to serve as co-chairperson of the annual meeting held during his/her term. In the event of a vacancy in the unexpired term of the president-elect, the Board of Directors shall determine the president-elect by ballot.</p>	<ol style="list-style-type: none"> 1. In case of a vacancy in the President’s office, the President-Elect shall fill the un-expired term, thus extending the term of the office. 2. Serve on the Board of Director and the Executive Council. 3. Serve as a member of these Standing Committees: <ol style="list-style-type: none"> a. Program of Work b. Bylaws and Handbook c. Finance Committee (ex-officio) 4. Appoint committee co-chairpersons to serve this year as co-chair and next year as chair. 5. Appoint two people to serve as co-chairs of the annual meeting to be held during your presidency. 6. Serve as official delegate to AAFCS Assembly of Delegates. 7. Contribute regularly to the NAFCS Newsletter. 8. Prepare an annual report and submit three copies to the Executive Secretary.

PAST PRESIDENT

The president shall be elected annually to serve as President-Elect for one year, as President for one year, and as Past President for one year.

ELECTION OR APPOINTMENT PROCESS

Article IV - Section 2. The president-elect shall be at least one nominee, elected annually serving as president-elect for one (1) year, as president for one (1) year and one (1) year as past president. The president-elect shall assume office as president at the close of the annual meeting of the year during which this officer has served as president-elect. Only a member who has served on the Board of Directors or Executive Council within the past five (5) years shall be eligible for the presidency.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article V – Section 3. The past president shall be a member of the Board of Directors and the Executive Council. The past president shall serve in an advisory capacity to the president, Board of Directors, Executive Council, and the Bylaws-Handbook Committee; contribute news regularly to NAFCS and AAFCS publications; shall serve as parliamentarian at meetings of the Board of Directors and the Executive Council and NAFCS annual meeting; and shall perform such duties as delegated by the president.</p>	<ol style="list-style-type: none"> 1. Serve on the Board of Directors and the Executive Council. 2. Advise the president and other officers and committees as needed 3. Serve as parliamentarian at meetings of the Board of Directors and the Executive Council and the NAFCS annual meeting. 4. Perform duties as directed by the president. 5. Coordinate the Silent Auction at the annual meeting. 6. Contribute regularly to the NAFCS Newsletter. 7. Prepare an annual report and submit three copies to the Executive Secretary.

VICE PRESIDENT- PROGRAM OF WORK

ELECTION OR APPOINTMENT PROCESS

Article IV – Section 3. The vice president-program shall be at least one nominee, elected in even-numbered years for a two (2) year term. Members who have served on the Board of Directors or Executive Council within the past five (5) years shall be given first consideration for the vice president – program. However, it is not mandatory that they have served in the past five (5) years to be eligible.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article V – Section 4. The Vice President-Program shall be a member of the Board of Directors and the Executive Council. The vice president-program shall serve in the absence of the president; shall serve as chairperson of the program committee. The vice president-program shall develop a program of work that coordinates with the Association Strategic Directions and activities of NAFCS, reporting accomplishments annually to AAFCS.</p>	<ol style="list-style-type: none"> 1. Serve on the Board of Directors and Executive Council. 2. Chair the Program of Work Committee. Other committee members are president-elect and chairperson of student member section. 3. Develop and monitor Program of Work. <ol style="list-style-type: none"> a. Winter Meeting – present proposed POW to Board of Directors. Make recommended changes before annual meeting. b. Annual Meeting – Present proposed POW to general membership and move for adoption. c. Monitor and help evaluate the current year’s POW. Assist President in compiling Annual Report to AAFCS. d. Fall Meeting - distribute worksheets for input from committees for next year’s POW. e. Develop POW for next year, coordinating the NAFCS program of work with the AAFCS program of work. f. Report accomplishments of previous year to AAFCS. May involve the president and/or executive secretary in this process, if desired. 4. Contribute to NAFCS newsletter 5. Prepare an annual report and submit three copies to the Executive Secretary..

TREASURER

ELECTION OR APPOINTMENT PROCESS

Article 4 – Section 5. A treasurer shall be at least one nominee, elected in odd-numbered years for a term of four (4) years. The treasurer shall assume office at the close of the fiscal year which follows the election.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article 4- Section 6. The treasurer shall be a member of the Board of Directors and the Executive Council. The treasurer shall be custodian of all money, bonds, notes, deeds, as directed by the Board of Directors, and of all funds of the NAFCS which are held for investment. The treasurer shall pay out money upon receipt of vouchers which are regular business of the NAFCS and are a part of the budget for the current year and have been approved by the Board of Directors. The treasurer shall serve as the chairperson of the finance committee and prepare the annual budget.</p> <p>Article IX – Section 3(b). Finance Committee. The duties of the committee shall be to review the budget as submitted by the treasurer and approve for presentation to the Board of Directors.</p> <p>Article XII – The fiscal year shall be from May 1 through April 30.</p>	<ol style="list-style-type: none"> 1. Serve on the Board of Directors and the Executive Council. 2. Be the custodian of all money, bonds, notes, deeds, mortgages and other securities belonging to NAFCS. 3. Invest, as directed by the Board of Directors, all funds of the association held for investment. 4. Serve as chair of the finance committee who has the responsibility of preparing a proposed budget for the next fiscal year. Members of the finance committee are the president, president-elect and student unit chair. Budgetary requests should be solicited from officers and committee chairs. Budget must be approved by the Board prior to the annual meeting and by the membership at the annual meeting. 5. Notify committee chairpersons of the amount budgeted for use by their respective committee. Bills part of the approved budget are to be paid upon receipt of documentation. Expenditures not a part of the approved budget must be presented to and approved by the Board of Directors prior to payment. 6. Make honorarium payment to Executive Secretary on quarterly basis (First day of July, October, January and April). 7. Administer the scholarship funds. 8. Provide financial report at each Board of Directors meeting and report to the membership at the annual meeting. 9. Prepare a fiscal year-end written financial statement for fall newsletter and for the Board of Directors meeting following the end of the fiscal year. 10. Annually appoint, with the approval of the President, an auditor for the treasurer’s books. 11. Arrange for a second signature, preferable that of the Executive Secretary, on the bank signature card. 12. Purchase a bond for the duration of the term. 13. Contribute as appropriate to the NAFCS Newsletter. 14. Prepare an annual report and submit three copies to the Executive Secretary.

RECORDING SECRETARY

ELECTION OR APPOINTMENT PROCESS

Article IV-Section 4. A Recording secretary shall be at least one nominee, elected in even-numbered years for a term of two (2) years. The recording secretary shall assume office at the close of the annual meeting which follows the election of this officer.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article 5-Section 5. The recording secretary shall be a member of the Board of Directors and the Executive Council. The recording secretary shall be responsible for the minutes of all business meetings of the NAFCS and its governing bodies.</p>	<ol style="list-style-type: none"> 1. Serve on the Board of Directors and Executive Council. 2. Attend all meetings or secure a replacement prior to the meeting. 3. Record attendance at meetings of the Board of Directors and Executive Council. 4. Prepare minutes of meetings of the Board of Directors and Executive Council in proper form. Send to Executive Secretary one week after the meeting. To be approved at next meeting of respective group. If minutes are mailed in advance, they do not need to be read at the meeting. If not mailed, they should be read. 5. Prepare minutes of annual meeting in proper form. Send to Executive Secretary one week after meeting. To be duplicated for all members and approved at next year's annual meeting. 6. Handle other correspondence as directed by the President. 7. Contribute regularly to the NAFCS Newsletter. 8. Prepare an annual report and submit three copies to the Executive Secretary.

NOMINATING COMMITTEE CHAIR

ELECTION OR APPOINTMENT PROCESS

Article IV – Section 6. The nominating committee shall be at least two nominees for each vacancy, elected annually. Each member shall serve for two years. Two members shall be elected in odd-numbered years and three shall be elected in even-numbered years, for a total of five (members). The chair of the nominating committee shall be designated by the NAFCS president from among those elected to serve on the nominating committee.

Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article IV – Section 1. Election of officers of NAFCS and of members of the nominating and election committee shall be by mail ballot. The ballots shall be mailed to all individual members at least thirty (30) days before the annual meeting. The ballots shall be returned to the chairperson of the nominating committee or the Executive Secretary by mail not later than two (2) weeks prior to the annual meeting.</p> <p>Article IX – Section 4. The nominating committee shall prepare a slate of nominees for elected officials and committees annually. If there is a vacancy in the base of president-elect, the nominating committee shall investigate eligible candidates and present the slate to the Board of Directors. The Board of Directors shall determine the president-elect by ballot.</p>	<ol style="list-style-type: none"> 1. Serve on the Board of Directors and Executive Council. 2. Chair the Nominating Committee; functions are described on the Nominating Committee page. 3. Review Bylaws and Handbook for guidelines on nominations and elections. 4. Submit the ballot to Executive Secretary so they can be mailed to members at least one month before the annual meeting. The ballots shall be returned by mail in sealed envelopes marked “BALLOT”. The closing date for receipt of the ballots shall be no later than two weeks prior to the annual meeting. 5. Arrange for counting of ballots by at least two persons, one who should be a committee member, if at all possible. 6. Notify the candidates of the election results prior to the annual meeting. 7. Report the election results at the annual meeting and receive approval to destroy the ballots. 8. Contribute to the NAFCS newsletter. 9. Prepare an annual report and submit three copies to the Executive Secretary.

STUDENT UNIT CHAIR

ELECTION OR APPOINTMENT PROCESS

The Student Unit Chair is elected annually by the student unit section and serves one year as chair-elect and one year as chair.

BYLAWS DESCRIPTION	DUTIES
<p>Article V – Section 7. The pre-professional/graduate student members chair shall be a member of the Board of Directors and the Executive Council. The section president shall be responsible for reporting to the student members and bringing information from the state student section to the Board of Directors and the Executive Council.</p>	<ol style="list-style-type: none">1. Serve on the Board of Directors and the Executive Council.2. Provide leadership to the Nebraska Student Unit.3. Serve on the NAFCS annual meeting program committee.4. Work closely with the Student Unit Liaison and Student Unit Advisor.5. Coordinate the Student Unit program of work and serve on the NAFCS program of work committee.6. Work with other Student Unit officers in planning the annual workshop and/or student sessions at the NAFCS annual meeting.7. Represent the Student Unit at the AAFCS Assembly of Delegates.8. Contribute regularly to the NAFCS newsletter and the Student Unit newsletter.9. Prepare an annual report and submit three copies to the Executive Secretary.

EXECUTIVE SECRETARY

ELECTION OR APPOINTMENT PROCESS

The executive secretary is appointed by the Board of Directors and is evaluated annually prior to March 1.

BYLAWS DESCRIPTION	DUTIES
<p>Article 5 – Section 8. The executive secretary is appointed by the Board of Directors. The executive secretary shall notify members of the Board of Directors and Executive Council of the time, place and purpose of any meetings called not less than fourteen (14) days before a meeting; shall conduct all correspondence of NAFCS; shall act as custodian of the records of the Association’ be an ex-officio member without vote of the NAFCS Board of Directors; and other duties as determined by the Board of Directors.</p>	<p><u>Meetings:</u></p> <ol style="list-style-type: none"> 1. Serve as ex-officio member of the Board of Directors and Executive Council. 2. Notify all members of the Board of Directors and Executive Council of the time, place and purpose of any meetings called by the President. Notices shall be sent not less than two weeks prior to the meeting. 3. Report at Board for Directors meetings the responsibilities carried out for the organization since the last board meeting. 4. Send pertinent meeting materials to those not able to attend Executive Council and Board of Directors meetings. <p><u>Membership:</u></p> <ol style="list-style-type: none"> 5. Maintain an accurate membership listing in cooperation with the Membership Chair. Update and distribute the membership Directory. <p><u>Administration:</u></p> <ol style="list-style-type: none"> 6. Serve as the primary contact person for NAFCS. 7. Maintain permanent files/archives and the history of NHEA/NAFCS. 8. Serve as custodian of supplies, (stationary, etc.) 9. Assist with requests from officers and committee chairs for distribution of correspondence, mailings, newsletters, handbooks, lists of officers and chairpersons, etc. 10. Coordinate NAFCS website efforts. 11. Keep informed of all activities in the state related to family and consumer sciences and report them to appropriate committees or officers. 12. Prepare corporation forms and pay corporation tax as requested from Secretary of State. 13. May serve as second signer on signature cards of any association funds. 14. Represent NAFCS at related meetings as delegated by the President. 15. Perform such other duties as the officers and members of the Association find necessary. 16. Receive annual reports from all officers and committee chairs; one copy for permanent record, one to President, one to Bylaws and Handbook chair. 17. Offer guidance and support to officers as needed.

ANNUAL MEETING CHAIR / CO-CHAIRPERSONS

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none"> 1. Serve on the Executive Council. 2. Obtain file from previous annual meeting(s). 3. Work closely with president to identify meeting theme that enhances NAFCS goals and meets the needs of members. 4. Keep Board of Directors informed on annual meeting plans. The registration fee is set by the committee, but reviewed by the Board. 5. Determine location of meeting and secure hotel block nine months prior to event. 6. Appoint committee at least six months prior to annual meeting. 7. Develop program and secure guest speakers. Include a call for papers in newsletter. Offer a research session including student presentations. Arrange for programs to be printed. 8. Work with Certification Chair to secure PDUs for annual meeting. 9. Develop registration process and staff the registration area. Encourage sponsorships for students. 10. Select meals and breaks; secure sponsors when possible. 11. Solicit support from businesses and other associations. Arrange for exhibit space, if needed. 12. Invite other professionals to Annual Meeting. 13. Provide opportunities for mentoring. 14. Work with the Executive Secretary, newsletter editor, and publicity chair to arrange for media coverage. 15. Handle all convention receipts and expenses through the NAFCS treasurer. 16. Prepare a summary report outlining process used in planning and conducting the meeting. 17. Prepare an annual report and submit three copies to the Executive Secretary.

BYLAWS & HANDBOOK

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none"> 1. Serve on the Executive Council. 2. Chair the Bylaws and Handbook Committee. Other members are the President-elect and two members chosen by the Chairperson, with the immediate Past President as advisor. 3. Be a member of the Executive Council 4. Review the NAFCS Bylaws each year to keep the associations updated with AAFCS Bylaws and propose changes when deemed necessary. 5. Notify membership in writing, 30 days prior to the annual meeting of proposed changes to Bylaws. 6. Revise the Handbook for Board of Directors and Executive Council as needed and make sure each person has a copy. 7. Receive three copies of annual report from all officers and chairperson at annual meeting and give one copy to each of the following: <ol style="list-style-type: none"> a. President b. Executive Secretary c. Handbook Chairperson 8. Send reminder to those who have not submitted annual reports by deadline. 9. Contribute regularly to the NAFCS Newsletter. 10. Prepare an annual report and submit three copies to the Executive Secretary.

MEMBERSHIP

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Maintain up-to-date membership lists.3. Notify Recognition Chair of 50-year members who are to be recognized at the Annual Meeting.4. Plan strategies for maintaining and increasing membership.5. Appoint additional committee members; consider naming a person from each area of the state.6. May include reminders to lapsed members, new members and student member welcome notes, and contacts to any eligible members.7. Promote membership at meetings of related professional groups.8. Promote membership to each Student Unit group by involving a NAFCS member in one of their meetings.9. Contact graduating college seniors to encourage membership.10. Contribute regularly to the NAFCS Newsletter.11. Prepare an annual report and submit three copies to the Executive Secretary.

CERTIFICATION

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Include information about PDU opportunities in the newsletter.3. Suggest speakers for Annual Meeting.4. Prepare PDU documentation for Annual Meeting.5. Contribute to the NAFCS Newsletter.6. Prepare an annual report and submit three copies to the Executive Secretary.

NEWSLETTER

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Appoint a committee as needed.3. Collect and edit information for the newsletter published several times yearly.4. Make arrangement for publishing and distributing the newsletter.5. Manage newsletter budget. Work with committee in soliciting ads.6. Make arrangements for annual bulk mailing permit with Executive Secretary.7. Include, in each newsletter, deadlines for next printing and information about upcoming programs related to FCS subject matter.8. Expand the research component of the newsletter and possibly include a section for new information.9. Send copies of the newsletter to appropriate political leaders, policy makers and other professional organizations with common interests. The Executive Director maintains this listing.10. When appropriate, send copies of the newsletter to employers.11. Prepare an annual report and submit three copies to the Executive Secretary.

PUBLIC AFFAIRS

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Appoint additional committee members as necessary.3. Keep abreast of pending and new state and federal legislation of interest to the association.4. Make personal contact with legislators and policy leaders.5. Keep informed about the legislative program recommended by AAFCS and take action as necessary.6. Identify and communicate with other groups and coalitions having common interests regarding legislative issues.7. Write a "Legislative Update" feature for the newsletter.8. Keep membership informed about public affairs issues with updates in the newsletter. Co-ordinate any special public affairs mailings with the Executive Secretary.9. Encourage members to become more active in public affairs.10. Periodically plan a legislative session or update for the annual meeting.11. Represent the association as requested by the President (ex. Family Impact Seminar Planning Group)12. Prepare an annual report and submit three copies to the Executive Secretary.

MARKETING/PUBLIC RELATIONS

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Feature professionals in Family and Consumer Sciences in the NAFCS newsletter emphasizing unique achievements and accomplishments.3. Identify additional outside organizations to include in the newsletter mailing list. (i.e. Nebraska Commission on the Status of Women, Business and Professional Women)4. Provide news releases in newspapers and articles in the newsletter regarding NAFCS activities and members' involvement with families and family issues.5. Work cooperatively with Recognition Chair to publicize the New Achiever, Leader and Teacher of the Year award recipients, as well as the 4-H and FCCLA awards.6. Recognize organizations with the Friend of NAFCS Award as determined by the Executive Council.7. Assist in publicizing the annual meeting.8. Prepare an annual report and submit three copies to the Executive Secretary.

SCHOLARSHIP

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Direct the Scholarship Committee, consisting of the chairperson, co-chairperson and up to three other members chosen by the chairperson.3. Distribute information concerning scholarship to two-year and four-year institutions who offer FCS programs.4. Distribute information to members about the continuing education grants available though NAFCS.5. Receive applications by the last week in January.6. Committee reviews applications and selects recipients.7. Notify recipients. Send letters to other applicants, thanking them for applying.8. A member of the committee will announce scholarship recipients at the Annual Meeting.9. A press release will be mailed to each recipient or newspaper in that area.10. Submit article to spring newsletter about the scholarship requirements.11. Submit article to fall newsletter promoting scholarships12. Promote graduate scholarships and select recipients at the appropriate time during the year.13. Prepare an annual report and submit three copies to the Executive Secretary.

RECOGNITION

ELECTION OR APPOINTMENT PROCESS

Appointed for a one-year term by President-Elect to serve one during the year that person in President.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none"> 1. Serve on the Executive Council. 2. Direct the Recognition Committee consisting of the Chair, Co-Chair and up to three other members appointed by the Chair. 3. Coordinate all activities related to the award given by NAFCS. The present NAFCS awards are: Teacher of the Year, Leader Award, New Achiever Award, and Friend of the Family Award. Awards presented to outside related groups are the 4-H FCS State Judging Contest Award and to the FCCLA State President 4. <u>NAFCS AWARDS:</u> Publish in the spring newsletter a reminder about the NAFCS awards and briefly describe them. 5. Receive nominations by suggested due date of January 15th. 6. Committee reviews applications and selects winners. 7. Order plaques or platters for the three NAFCS awards. 8. Make award presentations at annual meeting or select another person such as another committee person or nominator to make the presentation. 9. Work with Public Relations Chair to send news releases to winners' hometown newspapers following annual meeting. 10. Arrange for a gift/plaque to be presented to the outgoing president at annual meeting. May work with President-elect in this process. 11. Remind NAFCS award winners to update awards information and submit to AAFCS for national competition. Award winners are to submit their credentials the year following their state award. 12. <u>4-H award:</u> Verify name of winner, contact extension educator in home county to arrange award presentation and photograph at their awards night and arrange for a NAFCS member to present the award. Order plaque or make framed certificate. Write letter of congratulations to winner. Send photo and publicity about award winner to the NAFCS Newsletter Editor and arrange for that issue to be sent to winner. 13. <u>FCCLA Award:</u> Contact FCCLA State Adviser in February to verify name of State President. Order plaque or make framed certificate. Arrange to have award presented at State FCCLA Leadership Conference in April. Write letter of congratulations to winner. Send photo and publicity about award winner to NAFCS Newsletter Editor and arrange for that issue to be sent to winner. 14. <u>50-Year Member:</u> Membership Chair will notify you of members to be recognized at Annual Meeting. A donation is made to AAFCS Foundation in their honor and a certificate presented to the honored member. 15. Prepare an annual report and submit three copies to the Executive Secretary.

STUDENT UNIT ADVISOR

ELECTION OR APPOINTMENT PROCESS

The advisor, a member of AAFCS/NAFCS, is a faculty member from the college of the Student Unit chair.

BYLAWS DESCRIPTION	DUTIES
	<ol style="list-style-type: none">1. Serve on the Executive Council.2. Shall be a liaison between the NAFCS Executive Council and the Student Unit Section in matters of finance.3. Shall be present in an advisory capacity at all meetings of the Student Unit's Executive Board.4. Work in close cooperation with the Student Section Chair and the Student Unit Liaison.5. Advise in making plans for the meeting of the Student Unit at the NAFCS Annual meeting.6. Contribute to the NAFCS newsletter.7. Prepare an annual report and submit three copies to the Executive Secretary.

NOMINATING COMMITTEE

ELECTION OR APPOINTMENT PROCESS

Article IV – Section 6. The nominating committee shall be at least two nominees for each vacancy, elected annually. Each member shall serve for two years. Two members shall be elected in odd-numbered years and three shall be elected in even-numbered years, for a total of five (5) members. The chair of the nominating committee shall be designated by the NAFCS president from among those elected to serve on the nominating committee.

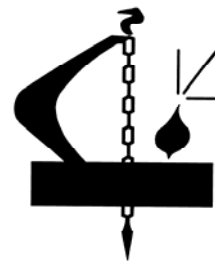
Article IV-Section 7. A nominee must receive a majority of the votes cast for that office or committee.

Article IV – Section 8. A person may serve more than one term with approval of the Board of Directors or vote of the membership.

BYLAWS DESCRIPTION	DUTIES
<p>Article IX – Section 4. The nominating committee shall prepare a slate of nominees for elected officials and committees annually. If there is a vacancy in the base of president-elect, the nominating committee shall investigate eligible candidates and present the slate to the Board of Directors. The Board of Directors shall determine the president-elect by ballot.</p>	<ol style="list-style-type: none"> 1. Assist the Nominating chairperson in soliciting nominees for elective offices through the newsletter and personal contact. 2. As a committee, finalize the ballot listing two candidates for each office, except only one candidate is required for President-elect. 3. Secure information about each candidate to be presented to the membership along with the ballot. <p>Offices for which nominations are needed are:</p> <p><u>Odd-numbered years</u></p> <ul style="list-style-type: none"> President-Elect (three year total term) Treasurer (four year term) Two members for Nominating Committee (two year term) <p><u>Even-numbered years</u></p> <ul style="list-style-type: none"> President-Elect (three year total term) Recording Secretary (two year term) Vice President -Program of Work (two year term) Three members for Nominating Committee (two year term) <p>2008 – President-elect, VP-program, 3 nominating 2009 – President-elect, Rec. Secretary, 2 nominating 2010 – President-elect, VP-program, 3 nominating 2011 – President-elect, Rec. Secretary, Treasurer, 2 nominating 2012 – President-elect, VP-program, 3 nominating 2013 – President-elect, Rec. secretary, 2 nominating 2014 – President-elect, VP-program, 3 nominating 2015 – President-elect, Rec. Secretary, Treasurer, 2 nominating 2016 – President-elect, VP-program, 3 nominating 2017 – President-elect, Rec. Secretary, 2 nominating</p>

Nebraska Association of Family and Consumer Sciences **Student Unit Liaison**

Position Description



- **Position Requirements:**
 - Active member of AAFCS/NAFCS
 - Family and Consumer Sciences Graduate
 - 2 yr. commitment
 - 10 month position August 15 – June 15 of each year
 - Honorarium:
 - \$2,000 (paid in increments over term)
 - Expense Based (mileage to meetings, phone calls, postage) \$500 limit per year
 - Evaluation – criteria established by NAFCS Board of Directors

- **Responsibilities for Position** – encourage cohesion and communication between NAFCS SU Affiliate members and promotion of Family and Consumer Sciences related professions and AAFCS/NAFCS.
 - **Promotion and Communication:**
 - **Promote AAFCS/NAFCS at Higher Education Institutions:**
 - UNL, Chadron State, Wayne State
 - Mid-Plains Community College (McCook Campus)
 - Central Community College (Hastings Campus)
 - Southeast Community College (Lincoln Campus)
 - Metropolitan Community College (Omaha Campus)
 - Northeast Community College (Norfolk Campus)
 - **Serve as Ex-Officio Member to NAFCS BOD and provide activities report at board meetings**
 - Board Member Liaison – coordination with appropriate chairs as needed
 - **Example: National Week of the Family**
 - Help promotion and coordination celebration efforts with Public Relations Chair, Membership Chair and Student Unit
 - **Professional Development for Students:**
 - Present a “From Student to Professional” Session at NAFCS Fall Conference or Annual Meeting for students
 - Provide leadership and support to NAFCS SU Board
 - Restructure to reflect current needs/challenges of the organization
 - **Mentoring/Networking Opportunities for Students:**
 - Investigate and create a new fun “gathering/social” for students (Husker Tailgate Party, Spring Fling, etc.)
 - Promote and encourage participation of students and professionals in AAFCS/NAFCS SU Mentoring Program