

# Alpha Zeta Chapter of Epsilon Sigma Phi (Texas)

## Administrative Guidelines

The purpose of these guidelines is to provide greater continuity in the transfer of responsibilities from President, President-elect, Secretary, Treasurer, Chapter Director and Committee Chairman to the person succeeding to the office or Chairmanship. The bylaws outline the general responsibilities of the President, President-elect, Secretary, Treasurer, and Committee Chairman, but these guidelines provide other details.

### I. Guidelines for President

- A. On January 1 you will begin your year as president. Before this date:
  1. Contact all district and campus representative. Best working setup is to have two representatives in each district and two at each campus, with one rotating off each year.
  2. Contact your committee chairs.
    - A) The membership chairman is an elected position with a two year term. The election is conducted on odd number years. Since membership dues should be submitted to the national office by February 1 the deadline for submission should be January 15 for the state chapter.
    - B) The award committee chairman is to have all regional and national entries submitted to the national office before March 1. It is best to identify the nominees at the December Board meeting—that allows two months to prepare the entries. On September 1, the state award announcements are sent out to members with a submission deadline of mid-October. The awards can be judged and the recipients contacted before Thanksgiving.
    - C) The professional development committee is responsible for mini-grants and scholarships. They develop the guidelines based on Board recommendations. They sent out announcements, judge submissions and determine recipients.
    - D) The nomination committee is responsible for developing a slate of officers for the next year. The past president usually serves as chair of this committee. In odd number years candidates are needed for president-elect, secretary, treasurer, and membership vice president. Highly desirable is a progression from secretary to president-elect to president (that allows two years of learning prior to taking over as president).
    - E) The audit committee is responsible for reviewing the treasure's books each year. This committees responsibilities could be expanded to include fund raising.
    - F) Other identified committees will have the chairmen appointed by you.
3. Reports or Forms
  - A) Before January 15, submit a New Chapter Officers Report Form so the National Office will know who the current officers are.
  - B) Membership forms due by February 1 in National Office. This is usually a joint effort between the treasurer and the membership vice president.
  - C) Since the president will be attending the PILD meeting in late April they may want to submit an application for the PILD Scholarships and

McKinney Public Issues Scholarship Applications which are both due February 1. These applications are to be submitted to the National Committee Chairman for Scholarship, Grants and Recognition and the National ESP Office.

D) A chapter report is needed for the JCEP Regional Leadership Workshop which is usually conducted in early February. Usually the president-elect will attend this meeting and will give the report.

E) By the end of February you or the award committee chair needs to submit Regional and National nominations to the National Office. The Friend of Extension nomination needs to be submitted to the national Scholarship, Grants and Recognition Committee chair.

F) Before April 1, Nominations for National Committees, need to be submitted to the National Second-Vice President. This applies to both new appointments and reappointments. This form is signed by the president.

G) Before May 1, the Chapter of Merit and Achievement in Chapter Membership should be submitted to the National ESP Office.

H) Before May 15, the chapters vote for regional and national awards should be submitted to the National ESP Office. The ballot and award entries will be mailed to the president by from the National ESP Office.

I) By September 1, the state chapter president and the state chapter secretary need to develop the Certificate of Meritorious Service Award. This award has both signatures on it and two of these can be given out by each District or Campus. This certificate is usually sent to the Award Committee Chair and each District or Campus Representative.

4. In Early March contact the board and inform them of the arrangements for the spring meeting for the Professional Extension Organizations. On odd number years you will be working with the Texas Extension Specialists Association to conduct the meeting. You will be responsible for confirming the location of the meeting, planning meals and breaks, provide refreshments prior to supper, determine which association gets which meeting room, contacting identified Administrators and asking them to attend, conduct the PEAC (Professional Extension Association Council) meeting. This involves obtaining the minutes from the last meeting and sending them out to participants (Professional Extension Association Leadership and Administrators). Taking minutes at the meeting and sending them to participants. Conducted the general session and have each Association identify their leadership. For the Alpha Zeta Chapter an agenda will need to be developed. Annual agenda items include: 1) Officers Reports, 2) Chapter Reports, 3) Committee Reports, 4) Southern Region Workshop Report, 5) PILD Report, 6) New Business, 7) Determine who will be going to the National meeting as voting delegates 8) Training of new Board members, and 9) Judging regional and national entries.

5. As president you will be attending the PILD meeting in late April. Prior to the meeting all participants will register with Extension Administration and a teleconference will be held to discuss the primary Extension Issues to be discussed with Legislators. Extension Administration will be involved in coordinating some of your activities.

6. In September or October the National ESP meeting will be conducted. You will usually go as one of the voting delegates. Since you can't qualify for two stipends, you will want someone other than national committee members to be appointed as voting delegates. The preference for voting delegate has been: 1) officers, 2) committee chairs, 3) Board members, and 4) chapter members. Once you have decided who the voting delegates are you will submit their name to the National Office.

7) In Early October contact the board and inform them of the arrangements for the Professional Extension Organizations winter meeting held in December. Annual agenda items include: 1) Officers Reports, 2) Chapter Reports, 3) Committee Reports, 4) National Meeting Report, 5) New Business, 6) Approve the budget for the next year, and 7) Determine nominees for regional and national entries for the state chapter (It is best to identify the nominees at the December Board meeting—that allows two months to prepare the entries), and train new officers on roles and responsibilities. Represent ESP at the PEAC (Professional Extension Association Council) meeting.

## **II. Guidelines for President-elect**

- A. You will start office on January 1 and will be preparing to take over as president in 12 months. During this time period you will be developing connections with District and Campus Representatives and identifying interested committee members that will be appointed after you take over as president. The active representatives and committee members will make your job easier and will be a strong foundation for the state organization.
- B. Primary responsibilities
  - 1. A chapter report is needed for the JCEP Regional Leadership Workshop which is usually conducted in early February. Usually the president-elect will attend this meeting and will give the report. This meeting will help you to better understand your roles and responsibilities. It allows you the opportunity of building ties with other key leaders in the Southern Region.
  - 2. Compile and distribute two electronic newsletters to Alpha Zeta Chapter members. This will help you in building ties to committee chairs and give you some incentive to regional and national activities of Epsilon Sigma Phi.
  - 3. In May, attend the ESP Board meeting held at Brownwood. As part of the agenda you will want to prepare and present a report on the Southern Region Workshop that you attended in February. You will also represent ESP at the PEAC (Professional Extension Association Council) meeting.
  - 4. In September or October the National ESP meeting will be conducted. You may want to attend as one of the voting delegates. There is a \$200 stipend provided by National for each voting delegate.

5. Attend the Professional Extension Organizations winter meeting held in December. Participate in new officers training and represent ESP at the PEAC (Professional Extension Association Council) meeting.

## **II. Guidelines for Secretary**

- A. You will start office on January 1 and will be preparing to take over as president in 24 months. Confer with outgoing Secretary to discuss responsibilities of the office and arrange for transfer of records before January 1.
- B. Primary responsibilities
  1. Work with the state officers to keep each other informed of official Association correspondence.
  2. Assist in developing an electronic version of Association letterhead that lists the names of current year's officers and Chapter Directors. Provide a copy of the letterhead to officers, chapter and district representative. Use Association letterhead for all official correspondence. To minimize correspondence costs, e-mail should be used when possible. If Chapter Directors see a need for hard copies they are encouraged to print, copy and distribute the information to the Chapter members they represent. Inform newly elected officers, Board members, Chapter Directors and Committee Chairmen (Co-Chairmen) of these correspondence guidelines.
  3. In May, attend the ESP Board meeting held at Brownwood. Take minutes at the meeting and distribute copies to participants for their review. Once reviewed and changes made, they become approved minutes that should be distributed by e-mail to all Association members.
  4. In September or October the National ESP meeting will be conducted. You may want to attend as one of the voting delegates. There is a \$200 stipend provided by National for each voting delegate.
  5. In December, attend the ESP Board meeting held at Brownwood. Take minutes at the meeting and distribute copies to participants for their review. Once reviewed and changes made, they become approved minutes that should be distributed by e-mail to all Association members.

## **III. Guidelines for Treasurer**

- A. You will start office on January 1 in even number years and serve for a period of two years. Confer with outgoing Treasurer to discuss responsibilities of the office and arrange for transfer of records, checks, materials and general information by January 1. Keep records in a safe and convenient location.
- B. Primary responsibilities

1. Arrange with a bank of your choice to handle the Association's account. This may include transferring the account from one bank to another. Take necessary action to get approval to sign checks and withdraw funds as needed.
2. Work with the chapter president to arrange for an annual audit of the financial activity of the Association, and provide a copy of the audit report to the Alpha Zeta Chapter Board.
3. Keep accurate records of the Association's financial activities.
4. Obtain and keep receipts for disbursements and issue receipts for income, as appropriate.
5. Take the primary lead in developing an annual budget and have the budget approved by the Alpha Zeta Chapter Board.
6. Spend money only as authorized. (The Treasurer's report and Secretary's minutes will document the expenditure of funds.)

A) One of the most important items to be submitted to the National Organization is membership dues. These are submitted before February 1 and impact the number of awards to be given by the state chapter and voting delegates that the chapter has for the year. Work closely with the Membership Vice President to get these funds submitted in a timely manner.

#### **IV. Guidelines for Membership Vice President**

- A. You will start office on January 1 in even number years and serve for a period of two years. Confer with outgoing Membership Vice President to discuss responsibilities of the office and arrange for transfer of records and general information by January 1.
- B. Primary responsibilities
  1. Maintain computerized data base of Alpha Zeta Chapter Members. Keep an updated list of paid members posted on the Association web site (<http://ESPTexas.tamu.edu>). The data base and paid membership list allow Chapter Directors and Membership Committee members an easy way of determining which members owe dues. Update Membership Dues Form by September 1 and inform Membership Committee Chairman and Chapter Directors of its location (<http://esptexas.tamu.edu/FORMS/FORMS.htm>).
  2. Work with officers and Chapter or Campus Directors to encourage members to pay annual or lifetime dues.
  3. Work with officers and Chapter or Campus Directors to encourage qualified Extension employees to join the Alpha Zeta Chapter of Epsilon

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### **V. Guidelines for Chapter or Campus Directors**

- A. Serve as communication link between chapter members and the Board by calling chapter meeting(s) to discuss concerns of the members and to report Association business.
- B. At chapter meetings and/or through personal meetings with members, verify that paid members know when official minutes, newsletters, membership notices, etc. are posted to the web. Remind members that they are eligible for Association benefits.
- C. Collect dues of chapter members and forward to Association Membership Vice President. Encourage chapter to be 100% in membership.
- D. Attend regularly scheduled and special Board meetings held during the year.
- E. Accept special appointments or responsibilities as delegated by the President.
- F. In the year that your term expires, conduct chapter election to select a new Board member. Send the name of the new Chapter Director to the President.

### **VI. Guidelines for Award Committee**

- A. After accepting the Chairmanship of the committee, contact the outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Attend Board meetings as requested by the President and prepare a report to document the committee accomplishments for archiving purposes.
- F. Primary responsibilities
  - 1. Responsible for making necessary preparations for local, state, regional, and national award programs.
    - a) The award committee chairman is to have all regional and national entries submitted to the national office before March 1. Check with Membership Chair to make sure all nominees have their dues paid. Refer

to Section E of the National Handbook for the requirements for each category. Note: It is best to identify the nominees at the December Board meeting—that allows two months to prepare the entries.

b) By September 1, prepare Certificate of Meritorious Service and sent to all District and Campus representatives. This certificate has the current president and secretary's name on it.

c) On September 1, the state award announcements are sent out to all ESP members with a submission deadline of mid-October. The awards can be judged and the recipients contacted before Thanksgiving. Refer to Section E of the National Handbook for the requirements for each category. Check with Membership Chair to make sure all nominees have their dues paid.

1) By October 1, contact the Ag Program Conference Planners and ask for a time slot to present the ESP Awards.

2) Contact recipients and see where they want to receive their award.

3) Prepare plaques and certificates for award recipients. Note: This is a budgeted item that has already been approved.

4) Prepare script for use at the Ag Program Conference

## **VII. Guidelines for Nominating Committee**

- A. After accepting the Chairmanship of the committee, contact the outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Attend Board meetings as requested by the President and prepare a report to document the committee accomplishments for archiving purposes.
- F. Primary responsibilities
  - a) In even number years select candidates for President-elect and Secretary. In odd number years select candidates for President-elect, Secretary, Treasurer, and Vice President—Membership. After the slate of officers is approved by the Board, conduct the election and report the results to the president and the membership.

Note: Attempt to obtain a minimum of two candidates for each office; Select the best leadership possible from paid membership. Give priority for the office of President-elect to previous members of the Board, Committee Chairmen and/or active committee members; Obtain consent from each nominee to verify willingness to serve if elected. Highly desirable is a progression from secretary to president-elect to president (that allows two

years of learning prior to taking over as president).

### **VIII. Guidelines for Audit Committee**

- A. After accepting the Chairmanship of the committee, contact the association treasurer to arrange for the audit of incomes and expenditures for the previous year.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Prepare a report to document the committee accomplishments and send to the President. The report will be presented at the next Board Meeting.
- F. Primary responsibilities
  - a) At the beginning of the year, review Association expenditures for previous fiscal year and recommend modifications needed, if any, for current year's budget.
  - b) Review accumulated financial resources of the Association and recommend ways to invest or use the funds.

### **IX. Guidelines for Professional Development Committee**

- A. After accepting the Chairmanship of the committee, contact the outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Attend Board meetings as requested by the President and prepare a report to document the committee accomplishments for archiving purposes.
- F. Primary responsibilities
  - a) The professional development committee is responsible for mini-grants and scholarships. They develop the guidelines based on Board recommendations. They sent out announcements, judge submissions and determine recipients.



## **X. Guidelines for Global Relations Committee**

- A. After accepting the Chairmanship of the committee, contact the outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Attend Board meetings as requested by the President and prepare a report to document the committee accomplishments for archiving purposes.
- F. Primary responsibilities
  - a) The Global Relations Committee works to support international work of ESP members and the extension system to build the capacity of extension professionals to help local communities better understand their communities in a global context.
    - 1) Enhance an understanding of the value of professional international experiences among Extension professionals, the communities they work with, and university administrators.
    - 2) Increase communication to ESP membership regarding international opportunities and increase recognition of international efforts in Extension.

## **XI. Guidelines for Retiree Committee**

- A. After accepting the Chairmanship of the committee, contact the outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Attend Board meetings as requested by the President and prepare a report to document the committee accomplishments for archiving purposes.
- F. Primary responsibilities
  - a) Obtain names of Extension Professionals retiring. A list can be obtained

from monthly listing of Changes for Personnel and/or from Extension Employee Benefits Manager. Extend an invitation of lifetime membership.

b) Keep retirees informed of Extension opportunities. Encourage their continued participation in state and national committees. Encourage their continued participation in member mentoring.

## **XII. Special Committees Will Receive Their Charge From the President.**