

Iowa Association of Agriculture Educators (IAAE) Officer Handbook

Affiliated with:

The National Association of Agricultural Educators (NAAE, Inc.),
Association for Career and Technical Education (ACTE),
and Iowa Association for Career and Technical Education (IACTE)

Officer Handbook

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IAAE Officer Handbook

The following pages list specific monthly duties of the IAAE Officers. When used in conjunction with the IAAE Policy Handbook, a more accurate idea of officer responsibilities can be obtained. There has been input from several past and present IAAE Officers to make this Officers Handbook a valuable tool for carrying out the expected duties of the organization.

PRESIDENT-ELECT (year 1 of 3-year term)

June

1. Work with President to prepare the agenda for the post conference board meeting.

July/August/September

1. Work with president to notify members as to meeting dates, place, and time.
2. Advance register for ACTE conference.
3. Attend IACTE conference
4. Attend FFA Foundation meetings.
5. Attend Governor's Council on Ag Education.
6. Attend FFA Alumni Board meeting.

October/November

1. Attend ACTE/NAAE Conference.
2. Attend FFA Foundation Meeting.
3. Attend Governor's Council Meeting.

December /January

1. Attend FFA Foundation meeting.
2. Attend IAAE winter board meeting.
3. Work with Officers on nominations for NAAE Awards program: Teacher Turn the Key, Mentor, Administrator, Outstanding Teacher, Program, Post Secondary, and Young Member.
4. Attend Governor's Council meeting.
5. Attend FFA Alumni Meeting.

March/April

1. Attend National Policy Seminar with President. Attend Spring Team Ag Ed Meeting.
2. Attend FFA Foundation meeting.
3. Attend Governor's Council Meeting.
4. Attend FFA Alumni Meeting.
5. Coordinate Region III delegation for IAAE Board registration/hotel/travel arrangements.

May/June

1. Attend NAAE Region III meeting.
2. Work with Secretary-Treasurer and Executive Assistant to prepare budget for proposed Program of Work.
3. Attend Board of Directors meeting before start of conference.
4. 1st duty as president is to chair post conference board meeting.
5. Attend FFA Alumni Meeting.

IAAE PRESIDENT (year 2 of 3-year term)

July

1. Finalize Trip Plans to ACTE/NAAE Convention: Provide schedule to IAAE Board Members who will attend the meeting. Assign committee responsibilities to IAAE representatives.
2. Write the board members administrators informing them of the honor/accomplishment of the agricultural teachers' elected office. Note that one of the only days they will need to be away from class is the NAAE Convention.
3. Attend the FFA Foundation meeting.
4. Coordinate with Team Ag Ed Presidents to plan Team AgEd schedule for next 12 months.
5. Submit all requested forms to NAAE required of IAAE.
6. Coordinate with Secretary, Treasurer to schedule monthly or bimonthly mail checks at EC.

August/September

1. Coordinate with Team Ag Ed Presidents to plan Sept Team AgEd Meeting.
2. Communicate with the Policy Committee to organize a plan for the year.
3. Prepare President's Report for IAAE Website.
4. Finalize Program of Work using committee reports and recommendations.
5. Communicate with board members prior to meeting to prepare for meetings and get needed updates.
6. Communicate with executive assistant on a regular basis.
7. Chair the Sept Team Ag Ed Meeting with Foundation and Association Presidents.
8. Attend the Conference Planning Committee meeting.
9. Speak to ISU Ag Ed Club at a monthly meeting if requested.
10. Attend FFA Foundation Board meeting.
11. Communicate with membership on updates, changes, and notices.
12. Lead the IAAE Board of Directors in evaluating performance of the contracted services for Financial Manager, Webmaster and Conference Coordinator.

October/November

1. Attend IACTE Convention.
2. Attend the FFA Foundation meeting.
3. Finalize plans for ACTE-NAAE convention; prepare a state summary (60 copies) for Region III Meeting and email to Region III Secretary.
4. Chair November IAAE Board Meeting.

December/January/February

1. Attend ACTE-NAAE Convention.
2. Prepare follow-up report to be posted on IAAE Website.
3. Chair Winter IAAE Board meeting.
4. Work with Member Service Committee on nominations for NAAE Awards program: Teacher Turn the Key, Mentor, Administrator, Outstanding Teacher, Program, Post Secondary, and Young Member.
5. Work with Past President's Committee to start IAAE Officer search for upcoming year.
6. Meet with Policy Development Committee to finalize plans for upcoming year.
7. Attend FFA Foundation Board Meeting.

8. Contact legislators on IAAE policy, issues and related legislation.
9. Communicate with board members prior to meeting to prepare for meetings and get needed updates.
10. Communicate with executive assistant on a regular basis.
11. Communicate with membership on updates, changes, and notices.

March/April

1. Attend the FFA Foundation meeting.
2. Chair the spring Team Ag Ed Meeting with Foundation and Association Presidents.
3. Work with Membership Services on awards and scholarships to be decided at Spring board meeting.
4. Continue to work with Past President's Committee on IAAE Officer search for upcoming year.
5. Communicate with board members prior to meeting to prepare for meetings and get needed updates.
6. Communicate with executive assistant on a regular basis.
7. Communicate with membership on updates, changes, and notices.
8. Attend National Policy Seminar with President-Elect.

May/June

1. Communicate with board members prior to meeting to prepare for meetings and get needed updates
2. Communicate with membership on updates, changes, and notices.
3. Send letter to committee chairs and IAAE Officers thanking them for their past year's efforts. Ask for a final report to be prepared for second general session of IAAE annual summer conference.
4. Communicate with Executive Assistant to order materials and awards for conference: Professional member benefits information, Creeds, 1st year Advisor Pins, 5 year increment pins, retiring Teacher plaques, President's gavel, and Retiring President's plaque.
5. Work with Executive assistant to invite special guests and provide notification to award winners for IAAE Summer Conference.
6. Attend the FFA Foundation meeting
7. Prepare President's Report for Region III and print 70 copies.
8. Attend Region III Conference and write thank-you notes.
9. Invite ISU Ag Ed Club members to attend the Annual Agriculture Education Summer Conference.
10. Communicate with Membership Services Committee Chair on Conference and Award publicity.
11. Before Summer Conference: Prepare agendas for business sessions, Prepare agendas for committee chairs, and Prepare retiring address
12. During Summer Agricultural Education conference: Have each District Vice President secure committee lists
13. Chair IAAE Board Meetings. Prepare agendas in advance in cooperation of executive assistant.
14. Emcee the Fellowship Dinner at the Conference. Announce the following awards: Teacher of Teachers, Cooperating Teacher, Tenure, Star District Advisors.

15. Chair the Business Sessions at the Annual Agriculture Education Summer Conference.
16. Prepare suggested district meeting agenda and other materials needed by Vice Presidents.
17. Conduct a Board Orientation/Training for newly-elected Board members.

PAST PRESIDENT (year 3 of 3-year term)

July/August/September

1. Review summer conference evaluations and begin planning next year's conference.
2. Preside over Conference Planning Committee Meeting.
3. September Team Ag Ed Meeting.

October/November

1. Attend IACTE State Conference.
2. Preside over Conference Planning Committee Meeting.

December/January/February

1. Notify members of Conference Planning Committee as to next meeting.
2. Communicate with Conference Planning Committee to get updates on planning progress
3. Preside at Conference Planning Committee meeting.
4. Attend ACTE/NAAE Convention.
5. Communicate with IAAE Nominating Committee to begin searching for candidates. Work with Past President's Committee.
6. Encourage members to apply for NAAE Awards program: District Young Member, Teacher Turn the Key, Mentor, Administrator, Outstanding Teacher, Program, Post Secondary, and Young Member. Make sure current applications are available.
7. Attend Winter IAAE Board meeting.

March/April

1. Continue work with Past President's Committee on prospective candidates for office.
2. Meet with nominating committee at State FFA Convention.
3. Attend Spring IAAE Meeting.
4. Work with Executive Assistant in preparing Conference Registration Materials.

May/June

1. Communicate with members on progress of search for officer candidates.
2. Attend Region III NAAE Conference.
3. Chair IAAE Past President's Committee at IAAE Annual Conference. Organize plans for coming year for committee.
4. Work with Secretary to invite sponsors of various awards to the meal function where awards will be presented (Fellowship Dinner and/or Banquet).
5. Work with Secretary/Treasurer to invite retirees and other guests.
6. Prepare the following for the Summer Ag Conference (work with Executive Assistant): At Summer Conference: Teacher of Teacher Certificates, Agenda for old and new Board of

- Directors meetings at end of conference, 30 Minute Club, Ideas Unlimited, Work with Membership Services in writing press releases/other notifications.
7. Be Toastmaster at Annual Banquet: Mentor, Turn the Key, Retirees, 25 year clock/ membership; IAAE Outstanding: Young Member, Secondary Program, Post Secondary, Teacher, Administrator.
 8. Assist the IAAE Board of Directors in evaluating performance of the contracted services for Conference Coordinator.

IAAE STATE VICE-PRESIDENT DUTIES (2-year terms)

1. Attend five IAAE Board and Team Ag Ed Meetings – August, September, January, March, June (both at conference): Team AgEd - September, March and June; Conference Call / Online - August and January
2. Assist Committee Chairs in planning and conducting quarterly Committee Meetings; actively contact and encourage the chairperson of your assigned committee to provide service to members by following through on activities or agenda items at meetings. Read assigned committee responsibilities.
3. Communicate committee work to President in order to ensure follow-through of the Program of Work developed in June/July.
4. Assist Secretary / Treasurer with membership drive and recruitment.
5. Assist District FFA Advisor with scheduling and planning district in-services, professional development and other meetings.
6. Assist New Teacher Programming with mentor/mentee programs within your district - identify mentors and assist in pairings; follow up with mentors and mentees to ensure they're communicating.
7. Communicate board agenda items/actions to members before meetings and after meetings. Seek district membership input on items of interest.
8. In the fall, identify and nominate a minimum of one member to complete IAAE Award applications by March.
9. Personally contact instructors in your district who did not pay or commit to become members at the Summer Conference. Use the following list of reasons to join IAAE/ NAAE/ACTE/IACTE: Technical In-service Workshops, Professional development opportunities, Idea-sharing and Exchange, Leadership and Personal Development Training, Instructional Materials, NAAE Advocacy for legislative affairs, Regional Conference, Camaraderie and Fellowship, National Presence, Voice and Representation in Ag Education, Access to Liability Insurance, Award Opportunities.
10. Prepare and send bimonthly district report to contracted webmaster for the website.
11. Go through responsibilities with your replacement upon your retirement from the Board.

SECRETARY (2-year term)

July/August/September

1. Coordinate with Financial Manager and Secretary to publish and distribute member information packet and materials from IAAE, NAAE, ACTE, and IACTE.
2. Work with Financial Manager, President, President Elect, and Membership Services and Conference Planning Committees to insure Thank you's to sponsors, trade show exhibitors, award winners and speakers are sent.
3. Prepare minutes of post-conference board meeting, and make available on the website.
4. Work with Vice Presidents following up on membership in cooperation with Treasurer and Financial Manager.
5. Work with President to prepare agenda for Aug/Sept board meeting.
6. Secure committee reports from IAAE Committee Chairs.
7. Attend Aug Board Meeting and Sept Team Ag Ed Meeting.
8. Prepare Aug and Sept Board Meeting minutes and make available on the website.
9. Coordinate with President, Treasurer to schedule monthly or bimonthly mail checks at EC.

October/November

1. Prepare any items needed for District Ag Ed In-service.
2. Attend IACTE Conference.
3. Assist President and President-Elect with state report for Region III meeting.

December/January/February

1. Attend NAAE/ACTE Convention in second year of term.
2. Work with President to prepare agenda for board meeting and make available on the website.
3. Secure committee reports from IAAE Committee Chairs.
4. Attend January Board meeting.
5. Prepare January Board Meeting minutes and make available on the website.
6. Assist in attaining applicants for IAAE Awards.

March/April

1. Work with President to prepare agenda for March Team AgEd Meeting and make available on the website.
2. Secure committee reports from IAAE Committee Chairs and make available on the website.
3. Attend March Team AgEd meeting.
4. Prepare March Team AgEd Meeting minutes and make available on the website.

May/June

1. Assist president and executive assistant in preparing materials for IAAE Conference.
2. Assisting president in preparing agendas for board meetings and business sessions.
3. Prepare minutes from last conference to be presented at this year's conference.
4. Attend Region III NAAE Conference.

TREASURER (2-year term)

In General

1. Coordinate with Secretary, Financial Manager and Vice Presidents to maintain membership database records and provide up to date records to the IAAE Board on a monthly basis.
2. Work with Vice Presidents following up on membership in cooperation with Financial Manager.
3. Work with Financial Manager to prepare financial reports and make available on the website.
4. Coordinate with Financial Manager to maintain financial records and purchase necessary materials for association.
5. Coordinate with Financial Manager to provide financial information to president-elect to establish proposed budget.
6. Prepare and distribute current financial standing of all IAAE accounts at each board meeting with balances and year to date budget comparisons.
7. Coordinate with Financial Manager to provide a detailed listing of all transactions for each account at each meeting and when requested by Secretary.
8. Order all supplies and Awards for IAAE as requested by the board.
9. Assist the IAAE Board of Director's in evaluating performance of the contracted services for Financial Manager and Conference Coordinator.
10. Work with the Iowa FFA Foundation Executive Director to secure sponsorship for IAAE sponsored activities and provide financial reports needed for sponsorship requests.
11. Coordinate with Secretary, Treasurer to schedule monthly or bimonthly mail checks at EC.

July/August/September

1. Immediately after summer conference, provide Vice Presidents with membership materials and current lists of members.
2. Distribute and collect membership forms and dues at summer conference and with non-members following summer conference. Submit dues to NAAE, ACTE, and IACTE.
3. Attend Aug Board Meeting and Sept Team Ag Ed Meeting.

October/November

1. Attend IACTE Conference.
2. Assist President and President-Elect with state report for Region III meeting.
3. Attend November Board Meeting.

December/January/February

1. Attend NAAE/ACTE Convention in second year of term.
2. Attend January Board meeting.

March/April

1. Attend March Team AgEd meeting.

May/June

1. Order creeds, advisor pins, 5 year service pins and awards, president's gavel, retiring president's plaque, retiring officer certificates, teacher of teacher certificates, black frames, and other awards requested by the board.
2. Prepare budget with President-Elect and Financial Manager.
3. Assist president and executive assistant in preparing materials for IAAE Conference.
4. Attend Region III NAAE Conference.
5. Attend all IAAE sessions at the summer ag ed conference.

IACTE REPRESENTATIVE (2-year term)

1. Prepare reports for IACTE , IAAE Board and Team AgEd Meetings.
2. Provide regular monthly updates for IAAE and IACTE Websites/Publications/Notifications.
3. Attend IACTE board meeting and IAAE Board Meetings.
4. Encourage IAAE Award recipients to apply for IACTE award programs and assist with applications and deadlines.
5. Participate in IACTE program of work meetings.
6. Encourage Ag Ed members to consider IACTE Board positions and follow up with Ag Ed division members on possible IACTE candidacy.
7. Select Ag Ed division members to serve on the IACTE Awards Committee.
8. Attend IACTE Conferences.
9. Finalize Ag Ed Division participation in the IACTE House of Delegates by encouraging IAAE members to attend IACTE Conference.
10. Secure IAAE input on legislative issues.
11. Attend NAAE and ACTE Convention second year on the board.
12. Attend Region III ACTE Conference and Region III NAAE Conference.
13. Prepare Annual IACTE Report and present at the summer IAAE conference.
14. Set up and maintain IACTE booth during summer IAAE Conference.
15. Invite, Greet and Introduce IACTE President at IAAE Conference.

CONFERENCE PLANNING COORDINATOR

(Contracted Duties per MOU with Iowa FFA Foundation)

FINANCIAL MANAGER

(Contracted Duties per MOU with Iowa FFA Foundation)

WEBMASTER

(Contracted Duties per MOU with Iowa FFA Foundation)