

**Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership.** Committee meetings are called by each chair at her (his) discretion.

The Standing Committees of this Association and their functions are listed as follows:

#### 1. MEMBERSHIP

- This committee is responsible for contacting non-members and encouraging them to join the Association. Committee members are responsible for sending cards of welcome to each new member.
- *This committee will send cards to persons outside of the district at discretion of the committee. (5/30/1991 district meeting)*
- *NE District amendment (as revised in discussion -- 11/4/2004 district meeting):*
  - *The Membership Committee is responsible for contacting non-members and encouraging them to join the Northeast District Association. Committee members are responsible for sending cards of welcome to each new member.*
  - *A get-well card will be sent to a member who is hospitalized or experiences long-term illness.*
  - *If an active member or immediate family member (spouse, child, parent) dies, a floral arrangement in the price range of \$25.00-\$40.00 will be sent to the home or funeral home. The Membership Committee will consult with family or friends to decide the appropriate place. If the family requests no flowers, a \$25.00 donation will be sent to a charity of the family's choice.*
  - *At the death of a retired member, a card will be sent to the family.*
  - *When a member retires they will be presented with a plaque or gift of their choice at our meeting. If they are not in attendance, a neighboring county will deliver. The price range will be \$50.00. If a plaque is chosen, the following wording will be used: Presented To \_\_\_\_\_(Name) for \_\_\_\_ Years of Outstanding / Service Northeast District of North Carolina Cooperative Extension Secretaries Association \_\_\_\_\_(Date)*
  - *Special recognition plaques in the price range of \$25.00 will be presented. (Outgoing District President, Secretary of the Year)*
  - *If the state president is from the Northeast District, a corsage will be presented to the State President at the fall district meeting.*
  - *A designated secretary in each county be responsible for notifying the Membership Committee of any needs in her county that the Committee should respond to.*
  - *In counties with only one secretary the Extension Director is requested to notify the Membership Committee about any benevolent or hospitality situation pertaining to the secretary that the Committee should attend to.*
  - *Upon vote of the Executive Board additional contributions, recognition and disbursements can be authorized.*

#### 2. PUBLIC RELATIONS

- To interpret to the public the objectives and purpose of our Association and the contribution secretaries make to the North Carolina Cooperative Extension Service work.
- To promote good relations with local and state administrations, key legislative bodies, other agricultural- related organizations and the public in general.
- To write news articles on state association meetings, before and after meetings are held, using pictures with articles as much as possible.
- To alert news media representatives in the city of the annual meeting and personally acquaint them with the objectives and purpose of the Association, prior to the meeting in order to reflect the true and accurate image of Extension.
- To formulate a news release form which state committees can use to give recognition to secretaries who make outstanding contributions to Extension. Such recognition to be done at annual meetings.
- To work with the President of our organization in letting the Director of Extension know the

value of the program of work of our Association.

- To provide the opportunity and encourage participation in the North Carolina Cooperative Extension Secretaries Association.
- To post a state newsletter to the web page twice a year, no later than 5 p.m. on the last day of June and December. District Public Relations Chairman should provide information from their districts to the State Public Relations Chair by June 1 and December 1.
- *The NE District Public Relations Committee will.....*

### 3. NOMINATING

- The function of this committee is to receive nominations for all state officers and draw up a slate of officers nominated to be presented at the state meeting. A nomination form is sent out to the general membership prior to the state meeting. All nominations are received by the committee, which then draws up a slate of officers from these nominations.

### 4. RULES & BYLAWS

- This committee is responsible for receiving proposed changes from members, drawing these proposed changes up, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCESA Constitution and Bylaws web page.

### 5. FINANCE

- This committee is responsible for drawing up a balanced state budget and presenting said budget to the Board of Directors for approval. This committee will have access to the previous year's financial statements for reference. The Membership Committee is responsible for contacting non-members and encouraging them to join the Northeast District Association. Committee members are responsible for sending cards of welcome to each new member.

### 6. REFLECTIONS

- This committee will maintain a scrapbook to record the history of our association.
- *The NE District Reflection Committee will.....*

### 7. PROFESSIONAL IMPROVEMENT

- To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available; and any magazines, internet pages etc. that would help in the education and time management of all members.
- Annual Scholarship -- In accordance with the Professional Improvement Scholarship guidelines, Professional Improvement Committee Chairperson will request applications for Professional Improvement scholarships and coordinate with committee to determine recipient(s) and awarded amount(s) within said guidelines.
- *This NE District committee will serve as the NE District annual Secretary of the Year Selection Committee and facilitate the recipient selection as stated in established award guidelines.*

### 8. SPECIAL COMMITTEES

- SPECIAL COMMITTEES: Any committee set up by the President or the General Membership, not made up of the district chairs, to act at the discretion of the state president/and or the general membership.