



CONGRATULATIONS . . .

YOU HAVE BEEN ELECTED!
NOW WHAT?



Table of Content

Now What?	3
General Guidelines	3
Club Presidents	4
County Presidents	4
District Presidents (NCECA VPs)	5
Meeting Agenda	5
Handling a Motion	5
Types of Motions	6
Vice Presidents	6
Secretaries	6
Club Treasurers	7
County Treasurers	7
District Treasurers	8
Past Presidents	8
County Scholarship Chair	8
District Scholarship Chair	9
NCECA Scholarship Chair	9

Congratulations, you have been elected!

Often, we don't seek to serve as an officer, especially not as president of an organization; but we feel obligated to take our turn. You have agreed to accept an office, but where do you begin and what do you do? This is a guide and suggestions for officers of North Carolina Extension & Community Association and should be used as a supplement to the Standing Rules.

NOW WHAT?

Who wants to be an officer?

Anyone can be an officer, but a few characteristics will make the job much easier. Probable the most important is a passion for NCECA and what we do. If you don't care about your club, county or ECA, you probably won't make a good officer. You must want the best for your club and all of its members. You must also be willing to serve. If you are forced to serve as an officer, you may not make an effective leader. Being willing to serve also means that you may have to go the extra mile, but are willing to do it for the good of ECA!

Vince Lombardi said, "Leaders are made, they are not born. . ." Most of us have to be taught how to lead. It really isn't that hard and there are a few "tricks" that will help you be the best officer you can be. Remember, NO OFFICER is PERFECT! All officers make mistakes, forget something or do things in a different way. All of these are minor and can be overlooked. They will not destroy the organization. The one thing that you do that can destroy it is to not care!

General Guidelines

- **Work with all the officers in your club or county.** A team can accomplish much more than one person, and it is easier.
- **Have a vision.** People want to follow someone who knows where they are going. As an officer, you want to get members excited about what is important to your organization. Remember your mission.
- **Stay cool, calm and collected** during disagreements. It is hard to follow an officer that is always mad.
- **Don't be afraid to try something new.** Be open to new ways of doing things and change. When we stop changing, we become stagnant and cease to grow.
- **Be patient and positive.** It takes time to adjust to new ideas. Others are more willing to support ideas of one with a positive attitude.
- **Know your organization.** Be familiar with the bylaws and policies.
- **Be willing to take suggestions from others.** Members and fellow officers need to know that you are open to their suggestions and ideas. They are more willing to speak up in a meeting, if they know you are open to them.
- **Communicate.** Keep everyone informed at all times. Members must feel that you are approachable when they need to talk.
- **Relax.** Learn to laugh at yourself. Nothing will put people at ease faster than laughter. Things will be much easier if you don't take things and personalities too seriously.

GUIDELINES FOR CLUB PRESIDENTS

1. Preside at all meetings.
2. Attend all county council meetings or send someone in your place.
3. Cast votes at the council meeting that represent your club.
4. Report the events of the council meeting to your club.
5. Serve on any committees appointed by council.
6. Attend district meetings.
7. See that all reports are completed by due dates.
8. Secure a meeting place for your club meeting. Notify members where the meeting will be held, the date, and the time.
9. Plan a fun and interesting meeting. Work with officers and members in planning.
10. Several days before the meeting, be sure all arrangements are made.
11. Plan the agenda of the meeting and be familiar with the business to be acted on at the meeting.
12. Call the meeting to order on time.
13. Follow the agenda. Keep order. Be courteous but firm.
14. Speak clearly and loudly enough for all to hear.
15. Have all officers and committees give their reports.
16. Call for a motion for any decision that needs to be made. Encourage members to discuss the motion before taking a vote.
17. Be impartial during discussion. You may cast the deciding vote in case of a tie.
18. Conclude the meeting in a timely manner.
19. Presidents are listeners and meeting coordinators, not decision-makers for the club. You should make an effort to involve all members in the activities of the meeting.
20. Keep a procedure book to pass to successor.

GUIDELINES FOR COUNTY PRESIDENTS

1. Preside at all meetings.
2. Attend all district and state council meetings or send someone in your place.
3. Cast votes at the district and state council meeting that represent your county.
4. Report the events of the district and state council meeting to your county.
5. Attend district meetings.
6. See that all reports are completed by due dates.
7. Receive Tar Heel eNews and distribute to members without email.
8. Plan a fun and interesting meeting. Work with officers and members in planning.
9. Several days before the meeting, be sure all arrangements are made.
10. Plan the agenda of the meeting and be familiar with the business to be acted on at the meeting.
11. Call the meeting to order on time.
12. Follow the agenda. Keep order. Be courteous but firm.
13. Speak clearly and loudly enough for all to hear.
14. Have all officers and committees give their reports.
15. Call for a motion for any decision that needs to be made. Encourage members to discuss the motion before taking a vote.
16. Be impartial during discussion. You may cast the deciding vote in case of a tie.
17. Conclude the meeting in a timely manner.
18. Presidents are listeners and meeting coordinators, not decision-makers for the club. You should make an effort to involve all members in the activities of the meeting.
19. Keep a procedure book to pass to successor.

GUIDELINES FOR DISTRICT PRESIDENTS (NCECA Vice-presidents)

1. Preside at all district meetings.
2. Attend all district and NCECA Leadership Team meetings.
3. Cast votes at the NCECA Leadership Team meeting that represent your district.
4. Be responsible for bilateral communication between the counties in your district and the State Leadership Team. Report on activities from counties in your district.
5. Report the events of the State Leadership Team and State Council meetings to your district.
6. Plan a fun, and educational meeting District Day. Involve officers and counties in the district in planning.
7. Several days before the meeting, be sure all arrangements are made.
8. Plan the agenda of the meeting and be familiar with the business to be acted on at the meeting.
9. Call the meeting to order on time.
10. Follow the agenda. Keep order. Be courteous but firm.
11. Speak clearly and loudly enough for all to hear.
12. Have all officers and committees give their reports.
13. Call for a motion for any decision that needs to be made. Encourage members to discuss the motion before taking a vote.
14. Be impartial during discussion. You may cast the deciding vote in case of a tie.
15. Conclude the meeting in a timely manner.
16. Presidents are listeners and meeting coordinators, not decision-makers for the district. You should make an effort to involve all counties in the activities of the meeting.
17. Keep a procedure book to pass to successor.

SUGGESTED MEETING AGENDA

1. Call to order
2. Opening ceremony: Pledge of Allegiance, Thought for the Day, etc.
3. Roll call and minutes
4. Approval of minutes. Ask for additions or corrections. Approve as read or corrected, no motion is necessary
5. Treasurer's report. File for audit, no approval needed for reports
6. Committee reports
7. Old or unfinished business
8. New business
9. Report from County/District/State Council
10. Appoint any committees that are needed
11. Program
12. Adjournment

HANDLING A MOTION

1. You should ask for a motion by asking "Is there a motion?"
2. Before speaking, a member should "obtain the floor" or permission to speak. The floor refers to the area in which business is being conducted (the meeting room). The President, presiding officer, always has control of the floor except when granted to another member and then state the motion by saying, "I move that..." NOT "I make a motion".

3. Ask for a second to the motion. A second person approves the motion by saying "I second that motion" before the motion can be discussed.
4. Restate the motion so that all members will know what it is.
5. Ask for discussion.
6. After reasonable discussion say, "Are you ready for the question?", which means the group is ready to vote on the motion.
7. Restate the motion and call for the vote. Voting method can be verbal, raise of hand, by ballot, by roll (vote recorded) or by standing.
8. State the results of the vote, either "motion carried" or "motion lost". Use of the gavel:
 - One tap – members are to be seated and signifies the passing/failing of a motion.
 - Two taps – calls the meeting to order.
 - Three taps – members are to rise.

TYPES OF MOTIONS:

1. Main Motions – to present an opinion or propose an action for the group to consider.
2. To Adjourn – to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege – provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. To Lay a Motion of the table – to set aside a main motion until a given time for future consideration.

GUIDELINES FOR VICE PRESIDENTS

1. Preside in the absence of the president.
2. Be of assistance to the president.
3. Attend all required meetings.
4. Keep a procedural book to pass to successor.

GUIDELINES FOR SECRETARIES

1. Be a good listener.
2. Keep an up-to-date membership roll and check attendance at each meeting.
3. Keep a permanent record book of accurate and legible minutes of each meeting and a motions log of the decisions made.
4. Minutes are the actual report of the proceedings and decisions made at the meeting . . . not what was served or conversations.
4. Present previous meeting minutes at each meeting.
5. Handle correspondence for the organization.
6. Some clubs have the secretary keep a month record of member activity for preparation of Yearly Report.
7. Notify the Extension Office of any changes in member status or new members.
8. Keep a procedural book to pass to successor.

GUIDELINES FOR TREASURERS

The Treasurer's job is not like other positions in ECA. The job of the Treasurer is different for each level of service.

GUIDELINES FOR CLUB TREASURERS

1. Be trustworthy.
2. Collect all monies and deposit into bank account promptly.
3. Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
4. Work with a committee to present a budget for the year.
5. In October, collect dues send to the county treasurer as soon as you collect them along with a list of members including their addresses, phone numbers and email addresses or use Membership Application (Appendix A). Any change of address or death of a member should be reported to the county treasurer as soon as possible.
6. Send a list of members (with email addresses) wishing to receive the Tar Heel eNews to County Treasurer.
7. Any Pennies for Friendship collected is sent to county treasurer in June and December.
8. Keep accurate financial records and give a report of all accounts at each meeting
9. Keep a procedural book to pass to successor.

GUIDELINES FOR COUNTY TREASURERS

1. Be trustworthy.
2. Collect all monies and deposit into bank account promptly.
3. Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
4. Work with a committee to present a budget for the year.
5. In October, collect dues from clubs and send to NCECA Appointed Treasurer by December 1, using County Membership Dues Report Form (Appendix B) include the list of members including their addresses, phone numbers and email addresses or use Membership Application (Appendix A). Any change of address or death of a member should be reported to the NCECA Appointed Treasurer as soon as possible.
6. Send a list of members (with email addresses) wishing to receive the Tar Heel eNews to Geri Bushel at gbushel@ncsu.edu.
7. The money collected for Pennies for Friendship is also sent to the State Appointed Treasurer each June and December.
8. Keep accurate financial records and give a report of all accounts at each meeting
9. Have treasury books audited annually.
10. Keep a procedural book to pass to successor.

GUIDELINES FOR DISTRICT TREASURERS

1. Be trustworthy.
2. Collect all monies and deposit into bank account promptly.
3. Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
4. Work with a committee to present a budget for the year.
5. Help coordinate District Day and collect registrations.
6. Pay any bills associated with District Day

NCECA APPOINTED TREASURER

This position is an appointed position and information will be passed on to that person at the time of appointment.

GUIDELINES FOR PAST PRESIDENTS

1. Serve as an adviser to the president.
2. Attend all required meetings.
3. Chair the Nominating Committee.
4. Chair the Scholarship Committee (county only)
5. Keep a procedural book to pass to successor.

GUIDELINES FOR COUNTY SCHOLARSHIP COMMITTEE CHAIR

1. Publicize NCECA Scholarship information by December 1.
2. Receive applications (Appendix G) by February 1.
3. Set time and place for committee meeting.
4. Select one youth and one adult applicant and forward two copies of each to Geri Bushel at gbushel@ncsu.edu for district judging by March 1.
5. Send a note to each applicant. If they were selected, inform them and let them know they will receive a Letter of Instruction from the District Chair. If they were not selected, thank them for their interest and encourage them to apply again next year.
6. Receive information regarding winners from District Scholarship Chair.
7. In an ECA marketing effort, publicize winner in the local media, present scholarship at high school awards program or at a County Council meeting.

GUIDELINES FOR DISTRICT SCHOLARSHIP COMMITTEE CHAIR

1. Publicize NCECA Scholarship information by December 1.
2. Receive applications (Appendix G) from Geri Bushel for district judging by March 1. Do not judge prior to March 15.
3. Set time and place for committee meeting.
4. Select one youth and one adult recipient and send the name, email, phone number and address of the recipients to NCECA Scholarship Chair, Geri Bushel and Appointed Treasurer by May 15. Select an alternate in the event the winner does not claim the scholarship.
5. Send a Letter of Instruction (Appendix F) to the winner. Copy the ECA President of their county.
6. Notify the ones not selected to thank them for their interest and encourage them to apply again next year. Copy the ECA President of their county.

GUIDELINES FOR NCECA SCHOLARSHIP COMMITTEE CHAIR

1. Publicize NCECA Scholarship information by December 1.
2. Receive the recipient names from District Scholarship chairs. Affirm they have sent proper notification to the appropriate people; i.e. Geri Bushel and ECA President of the recipient's county.
3. Coordinate with Appointed Treasurer to ensure all policies have been followed regarding scholarships.