

# **NATFACS Policy and Procedures Manual**

## **March 2015**

The governance of the National Association of Teachers of Family and Consumer Sciences (NATFACS) is determined by the NATFACS & ACTE bylaws. Policies and procedures contained in this document clarify the bylaws or reflect subsequent NATFACS Board action.

NATFACS is a section of the ACTE FACS Division. All NATFACS members must be ACTE members.

### **Administrative Assistant**

Administrative Assistant Selection Committee shall consist of 3 current officers – Past President, President and President-Elect, 1 Past Officer, 1 Member At Large and the current Administrative Assistant (ex-officio or non-voting)

A stipend of \$1800 annually is offered

Maintains all records of association.

The Administrative Assistant should not be the only person on the bank account or the only one signing checks. The Administrative Assistant should have a Financial Assistant who lives close, who has served on the NATFACS Board and who is fiscally responsible. This person will be listed on the account of the bank account and will be the second signature on all checks. The administrative assistant should incorporate NATFACS and a checking account in the state in which they reside.

### **Awards**

Award of Merit and Distinguished Service Winners are awarded Lifetime Membership of NATFACS

At this time there is no financial compensation for award winners.

Award nominations can be re-assigned by the awards chair as necessary.

Submission Deadline October 1

### **Awards Function at Convention**

Past President – Announces awards

President – Presents awards

Past, Past President (History Chair) - Recognizes past officers – invites them to stand and receive a small gift

Financial Growth Chair – Continues Basket Raffle

Scholarship Chair – Announces Scholarship Winners

### **Business Meeting**

A business meeting will be held at the ACTE Vision Convention. Committee reports will be summarized by the president and given at the business meeting. Committee participants will receive certificates of participation electronically. Copies of committee reports will be available in the FACS Information Center for review. A financial and membership report shall be given at the meeting and copies will be available in the FACS Information Center for review. New officers should be installed at the conclusion of the business meeting. The installation shall be conducted by the current past president.

### **Committee Chairs**

No prerequisites for selection of NATFACS Committee Chair – except membership in ACTE and NATFACS.

A chairperson may not serve more than one consecutive term on the NATFACS Board

### **Dues**

Active member \$20.00

Retired \$10.00

Student \$5.00

### **Expenditure and Reimbursement Procedures**

All reimbursements and expenditures must be documented with receipts and be approved by signatures from the President and the Administrative Assistant. The President and Administrative Assistant will not sign for reimbursements to themselves. Past President or President Elect must sign off on these reimbursements. Checks disbursed by NATFACS must be signed by the Administrative Assistant and the designated Finance Assistant.

### **Financial Information**

All Sponsorships for anything related to NATFACS must be done in conjunction with the FACS Division VP.

Committee Chairs and Officers may roll over any unused travel money from Policy and Planning to help with the cost of attending convention. In order to roll over the money officers and committee chairs must be in attendance at Policy and Planning.

Per diem is in line with ACTE Guidelines

All financial matters must be settled by July 1 – checks cashed, etc...

### **First Timers Reception**

President Welcome

Hold a drawing for 10 memberships to NATFACS.

## **Handbook**

A handbook will no longer be prepared and distributed. All parts of the hand book, with the exception of personal contact information will be available on the NATFACS website. The president-elect will update the state contact list and current officer and chair list and distribute this to all officers and chairs electronically.

## **Meetings**

Policy and Planning meeting is typically held in the spring (March or April) each year. It is hosted by the President Elect and is either held in the home town of the president elect, in the upcoming convention city or in conjunction with NPS. This meeting is typically on a Saturday and Sunday morning. All officers and chairs are expected to attend. The ACTE FACS VP is invited, but he/shemust fund their own travel.

NATFACS Board Meetings are held just before and during the ACTE Vision Convention. A full board meeting is held the day prior to the start of the convention. The second board meeting is held the last day of the convention. All officers and chairs are expected to attend. Travel arrangements should be made accordingly. All officers and chairs are also expected to attend the NATFACS Business meeting during the convention. Travel reimbursement will be dependent on board meeting attendance.

## **Scholarships**

- 1 – Betty Brown Scholarship of \$800 (Bettye contributes \$100 annually to this)
- 4 – Scholarships of \$500

Submission deadline: October 1

## **Travel**

Policy and Planning

President, President Elect, Past President, Administrative Assistant, Secretary, Secretary Elect (if applicable), Consultant and all Committee Chairs.  
\$1,000 each

Vision/ACTE Convention

President, President Elect, Past President, Administrative Assistant, Secretary, Consultant and all Committee Chairs.  
\$1200 each

Policy Manual must be voted upon by board. All changes must be ratified by the board. Bylaws must be voted upon by the general membership. All changes must be ratified by the membership.

Administrative Assistant will keep all current Policy and Bylaws on file.

# PRESIDENT CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Work with president-elect to plan policy and planning meeting
- Complete article for Spring FACS Division electronic Newsletter. Send to Secretary

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary

## **Conference**

- Prepare division conference booklet with FACS conference summary, agendas, minutes, election information, letter, etc...
- Appoint a Parliamentarian for the NATFACS Business Meeting
- Prepare a report of activities for the year – share at board meeting, business meeting and file with secretary
- Prepare agendas for both board meetings
- Prepare agenda and script for business meeting
- Conduct business meeting, board meetings and first timer reception at Vision.
- Review Administrative Assistant position with Executive Board
- Give or send office/committee materials to Incoming President

## **Ongoing**

- Collaborate with FACS Division Chair

# PRESIDENT ELECT CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Send NATFACS Policy and Planning information to newly elected officers and committee chairs.
- Plan Policy and Planning Meeting. (March/April)
- Create an agenda for Policy and Planning
- Create a rooming list for Policy and Planning, share with administrative assistant
- Contact incoming chairs and officers with an invitation to attend Policy and Planning. Include details on when to arrive and when to depart.
- Electronically send convention information to states not represented at the NATFACS annual meeting.
- Update State contact list
- Send nametag list to administrative assistant to be ordered
- Contact Outgoing Committee Chairs have them update materials and forward to incoming Chairs including final report. If possible do electronically.
- Complete article for Spring FACS Division electronic Newsletter. Send to Secretary
- Distribute updated list of state contact persons/ state supervisors to officers and committee chairs electronically
- Finalize committee lists by Policy and Planning
- Review website with executive committee and submit all changes to administrative assistant. This can be done at Policy and Planning.

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary
- Develop a Strategic Plan for the coming year

## **Conference**

- Contact Division VP to ensure Leadership Survey is being printed, if not prepare a leadership survey
- Send reminder about the State Contact Meeting at convention to state contacts and or state supervisor
- Develop State Contact packet including a strategic plan and contact information
- Prepare a report of activities for the year – share at board meeting and file with secretary
- Set date and place of NATFACS Policy and Planning Meeting.
- Begin Committee Chair Selections – (ideal to have most appointed at convention)
- Hold state contact meeting for state presidents and share strategic plan.
- Hand out commitment form to appointed committee chairs
- Give or send office/committee materials to Incoming President-Elect

## **Ongoing**

- Update State Contact List

# PAST PRESIDENT/AWARDS COMMITTEE

## CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

### **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary
- Update all award forms and submit to Administrative Assistant to be posted on the website
- Send award nomination and award information to state contacts
- Have the Division VP send an e-blast with awards information

### **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary
- Send reminders to state contacts regarding awards (Deadline Oct 1)
- Work with FACS Division Vice President to contact sponsors of NATFACS awards

### **Convention**

- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Verify membership in ACTE/NATFACS of award recipients
- Send copies of award nominations to Awards Committee members for evaluation and selection
- Tabulate award evaluations and determine awards by October 15
- Prepare plaques for winners
- Inform individuals submitting nominations concerning status of NATFACS Awards by November 1
- Purchase gifts for retiring officers and consultant, present at convention
- Present Awards at Convention
- Give Administrative Assistant a complete list of all award winners
- Give or send office/committee materials to Incoming Past President

# SECRETARY CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Incoming secretary should attend Policy and Planning with outgoing secretary
- Complete article for Spring FACS Division electronic newsletter.
- Collect all newsletter articles and work with Division VP on preparing a newsletter/e-blast.
- Prepare motion forms for NATFACS Policy Meeting – or just include details in minutes.
- Prepare table signs with officer/chair names for Policy and Planning meeting.
- Take minutes at the Policy and Planning meeting. Immediately e-mail minutes to all board members.

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter.
- Collect all newsletter articles and work with Division VP on preparing a newsletter/e-blast.

## **Convention**

- Prepare motion forms for NATFACS Policy Meeting – or just include details in minutes.
- Prepare certificates for committee chairs and committee members, send electronically
- Prepare a report of activities for the year – share at board meeting and file
- Collect all other officer and chair reports, this can be done electronically. Create a summary for the president to share at the business meeting.
- Take minutes at both board meetings and the business meeting. Immediately e-mail the minutes to all board members.
- When applicable, give or send office/committee materials to Incoming Secretary, this may be done at the upcoming Policy and Planning meeting.

# ADMINISTRATIVE ASSISTANT CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Order nametags for newly elected officers and committee chairs
- Make hotel arrangements for those attending
- Prepare a proposed budget for incoming president
- Review website and make updates

## **Summer/Fall**

- Submit financial record for internal audit
- Tax report filed by October 1
- File annual report for Non-Profit Corporation Secretary in Utah

## **Conference**

- Prepare an annual membership and financial report
- Prepare membership roster for use at conference
- Prepare 10 membership certificates for first time attendees
- Collect dues and monies for FACS division during national convention
- Prepare membership cards for NATFACS Members

## **Ongoing**

- Up-Date membership
- Up-Date Website



# **PAST/PAST PRESIDENT HISTORY COMMITTEE CALENDAR OF ACTIVITIES**

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary

## **Conference**

- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Prepare invitation for NATFACS past officers and any special guests for awards function
- Secure small gifts for past officers attending ACTE Convention
- Take pictures for NATFACS History or assign someone to take pictures throughout convention
- Update the NATFACS picture frame or social media with new pictures, display in the FACS Information Center
- Give or send office/committee materials to Incoming Past Past President

## **Ongoing**

- Investigate new ways to share and preserve history of NATFACS

# SCHOLARSHIP COMMITTEE

## CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

### **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary
- Revise scholarship application if necessary – send to Administrative Assistant to post on website.
- Notify state contacts, NATEFACS, NASAFACS and state administrators regarding scholarship applications and where to find them on the website
- Contact ACTE FACS Division VP to prepare an e-blast with scholarship information

### **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary

### **Conference**

- Work with Administrative Assistant to e-mail scholarship applications to committee. Select applicants by October 15
- Notify scholarship recipients by November 1 and request a picture be sent to the Administrative Assistant.
- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Announce scholarship winners at the awards function.
- Give or send office/committee materials to Incoming Scholarship Chair

### **Ongoing**

# NOMINATIONS COMMITTEE

## CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

### Policy and Planning

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary
- Update all nomination forms and submit to Administrative Assistant to be posted on the website
- Send nomination information to state contacts
- Have the Division VP send an e-blast with nomination information

### Summer

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary
- Send reminders to state contacts regarding nominations (Deadline Oct 1)

### Convention

- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Collect Officer Candidate packets by October 1 – A state may submit only one officer nominee per year.
- Verify membership in ACTE/NATFACS of officer candidates
- Send copies to nominating committee for review – choose top 2 to run for President
- Send letter to candidates with information on election procedures and request an electronic VITA for Division Booklet. Remind them there is no campaigning or promotional items allowed. 3 minute speech should be prepared for the business meeting.
- Prepare ballots for elections
- In business meeting conduct the election. Allow candidates 3 minutes to give a speech. Ask them 1 impromptu question. The other candidate must be out of the room at the time.
- Conduct voting in the business meeting for members who are present
- Give or send office/committee materials to Incoming Nomination Chair.

# FINANCIAL GROWTH CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary
- Begin contacting business and industry sponsors for support in Nook. Work with ACTE FACS Division VP if using national sponsors.
- Begin selecting and acquiring items for the nook and door prizes.

## **Conference**

- Send e-mails to state contacts requesting state baskets, items to sell and door prizes.
- Remind officers and committee chairs to bring items to sell and give as door prizes.
- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Gather items needed to run Nook (2 part tickets, bags for tickets, markers, poster board, etc...)
- Facilitate the Nook in the FACS Information Center
- Draw for door prizes throughout the conference
- Give or send office/committee materials to Incoming Financial Growth Chair

# LOCAL ARRANGEMENTS CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary
- Begin contacting local business and industry sponsors for support for the FACS Information Center. Keep FACS VP informed about all local sponsors being used.

## **Convention**

- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Secure refreshments for Information Center
- Make dinner reservation for the board dinner under the direction of the President
- Give or send office/committee materials to Incoming Local Arrangements Chair

# PROGRAM CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary
- Update Call for Presentation document and send to Administrative Assistant to post on the website
- Notify state contacts, NATEFACS, NASAFACS and state administrators regarding how to apply to present at the Best Practices Showcase at Vision

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary

## **Convention**

- Finalize Showcase participants one month prior to convention
- Prepare program for Best Practices Showcase
- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Prepare “Certificates of Participation “for presenters
- Facilitate FACS program Best Practices Showcase at ACTE convention
- Give or send office/committee materials to Incoming Program Chair

# PUBLIC RELATIONS/LEGISLATIVE CALENDAR OF ACTIVITIES

The Calendar of Activities will begin in the month of March with activities of incoming officers and committee chairs. Officers and chairs officially begin their post July 1.

## **Policy and Planning**

- Complete article for Spring FACS Division electronic newsletter. Send to Secretary
- Contact FCCLA and see about getting a table at the NLC. If a table is offered for no charge, then arrange for attending board members to man the table and represent NATFACS and promote FACS Education.

## **Summer**

- Complete article for Fall FACS Division electronic Newsletter. Send to Secretary

## **Convention**

- Prepare a report of activities for the year – share at board meeting and file with the secretary
- Prepare a public relations display for the Showcase that includes marketing materials for FACS Programs.
- Prepare a letter of appreciation form and bring 150 copies or make it available electronically.
- Send letters of appreciation to administrators regarding conference attendance
- Give or send office/committee materials to Incoming Program Chair

## **Ongoing**

- Follow legislative efforts of ACTE and keep current with national initiatives that directly impact FACS