

Committee Handbook and Guidelines

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. The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting. Committee members are responsible for sending cards of welcome to each new member.

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 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 work with the President of our organization in letting the Director of Extension know the value of the program of work of our Association.

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 up these proposed changes, 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 NCCEAPA 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.

6. REFLECTIONS

- This committee will maintain a scrapbook to record the history of our association.

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 Professional Improvement 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.
- Herter-O'Neal Scholarship – In accordance with the Herter-O'Neal Scholarship Guidelines, 2nd VP will notify the district chairs of Professional Improvement Committee (which comprise the State P.I. committee) of scholarship guidelines, details, and deadline for entries. District members of this committee will work to obtain the applications from their respective districts and select one finalist per district to send to 2nd VP for final selection.

8. 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.
- The Southeast District special committee is the Benevolence Committee.