

## **Responsibilities of AAPSE Officers and Others Serving in Official Capacity Guidance Document**

July 2001

In the interest of preparing individuals who are asked to serve AAPSE in an official capacity, this document is intended to provide some guidance. It is not intended to be all-inclusive of the details of service, but rather to help the individual who is considering service to understand the scope and extent of the service in that particular capacity. Suggestions for additions or revisions to this document can be made to a member of the Executive Committee at any time and will be gratefully considered by that body.

### President-Elect

Commit to serving on AAPSE's Executive Committee for six years (two as President Elect, two as President, two as Past President).

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Attempt to attend at least one meeting in each of the four USDA regions at some time during service as President Elect and President. Be aware that some regions meet only every two years, and schedule attendance appropriately.

Chair the Issues and Evaluation Committee. Solicit membership to advance their ideas on appropriate issues on which AAPSE should voice an opinion or provide guidance in the form of a position paper or letter. Refer requests to the Executive Committee for their guidance on whether an issue should be addressed, and respond in a timely fashion to members who request that AAPSE address an issue. Appoint an ad hoc subcommittee for each issue the Executive Committee approves to develop the position paper. Provide guidance to the subcommittees and serve as the primary editor for the paper. Upon completion of a draft of a position paper or letter, distribute it to the Board of Directors for their comment. In a timely fashion, complete the paper or letter (or assist the chair of the subcommittee in doing so) and send the paper or letter to the appropriate individual, agency representative, or other. Develop and maintain a list of contacts who should receive notice of AAPSE positions on issues and ensure that these individuals receive copies of the appropriate AAPSE documents, papers, and letters.

Assist the President and Past President as necessary. Perform such other duties as from time to time may be assigned by the President or the Board. In the absence of the President, and upon

recommendation by the Board, perform the regular duties of the President.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

### President

Two year term.

Provide direction and leadership to AAPSE. Supervise and control all the business and affairs of the Association and preside at all national meetings of the members, the Board of Directors, and the Executive Committee. Appoint chairpersons of standing and ad hoc committees. Perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time.

Attempt to attend at least one meeting in each of the four USDA regions at some time during your service as President Elect and President. Be aware that some regions meet only every two years, and schedule your attendance appropriately.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

### Past President

Two year term.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Perform such other duties as from time to time may be assigned by the President or the Board.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

### Secretary

Commit to serving AAPSE for a two- year term; may serve one additional consecutive term.

Maintain, distribute, and archive all minutes of the Association. Provide a preliminary draft of the minutes within 30 days of the meeting for review by Executive Committee or Board of Directors as appropriate. Make corrections noted for the preliminary draft. Distribute finalized minutes from meetings of the Executive Committee and the Board of Directors to the respective bodies. Send copy of finalized minutes to the AAPSE Web Master for placement on web site.

Notify membership of meetings 60 days prior to the AAPSE General Business Meeting.

Assist the Nominations and Elections Committee with the voting process for the membership; announce major issues for vote as directed by the Executive Committee.

Perform such other duties as from time to time may be assigned by the President or the Board.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

### Treasurer

Commit to serving AAPSE for two years; no limit to number of consecutive terms.

Handle operations checking, savings, and CD accounts, process checks for AAPSE, collect dues and mail receipts, collect registration for AAPSE conferences, handle AAPSE-related grants. File appropriate paperwork with Washington Secretary of State annually. If income exceeds \$25,000 per year, file IRS tax papers.

Maintain the records of the AAPSE Treasury. Prepare Treasury reports for the annual meeting and for Executive Committee meetings, an annual budget for approval by the Executive Committee and the Board, and an accounting system for annual audit.

\*In December 2002, file non-profit corporation paperwork with the IRS for final determination of non-profit status.

Perform such other duties as from time to time may be assigned by the President or the Board.

Provide advice and counsel on a timely basis on AAPSE affairs as a member of the Executive Committee. Provide advice to the Executive Committee and the Board of Directors on potential

income and expenses, and appropriate use of AAPSE funds.

Make a good faith effort to attend all Executive Committee meetings and Board of Directors meetings during your term.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

#### Regional representative to the Board of Directors

Commit to serving AAPSE for a two year term.

Represent your region on all AAPSE matters. Establish a mechanism whereby you can collect input from AAPSE members in your region and make a good faith effort to represent their views. Not all Extension and state lead agency representatives or others who manage training and certification within a USDA region are members of AAPSE. Your duty is to represent AAPSE members, regardless of your own affiliation or background.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds one regularly scheduled BOD meeting per year in conjunction with the annual meeting, and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with the annual meetings. If conflicts arise, consider requesting participation by speaker phone conference line. AAPSE appreciates the contribution of Directors who are able to cover costs of travel to Board meetings from state funds, grants, etc., but recognizes that travel costs can be a burden. Directors may apply in advance to the AAPSE Executive Committee to request financial support for travel to official meetings. Directors should also consider participation by speaker phone conference line if appropriate in lieu of travel.

Provide timely feedback to the President and/or Executive Committee when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media..

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

#### Ex-Officio Board Member -- EPA Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors.

Represent Agency members on all AAPSE matters.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds one regularly scheduled BOD meeting per year in conjunction with the annual meeting, and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with the annual meetings. If conflicts arise, consider requesting participation by speaker phone conference line.

Provide timely feedback when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media..

#### Ex-Officio Board Member -- USDA Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors.

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds one regularly scheduled BOD meeting per year in conjunction with the annual meeting, and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with the annual meetings. If conflicts arise, consider requesting participation by speaker phone conference line.

Provide timely feedback when questions are posed to the Board through U.S. mail, electronic mail, telephone, or other media..

#### Ex-Officio Board Member – AAPCO Liaison

Provide advice and counsel on a timely basis on certification, training, and education issues to the Board of Directors

Make a good faith effort to attend all Board of Directors meetings during your term. AAPSE holds one regularly scheduled BOD meeting per year in conjunction with the annual meeting, and may hold other meetings as deemed necessary by the President or by request by any four Directors. Avoid scheduling meetings that will conflict with the annual meetings. If conflicts arise, consider requesting participation by speaker phone conference line.

#### Liaisons

Term is at the discretion of the President.

Represent the views of AAPSE members on the organization to which you are appointed. Develop a mechanism for collecting views of AAPSE members for representation to the organization as

appropriate. Provide advice and counsel on a timely basis on the organization's issues as they relate to certification, training and education. Keep the Board informed of developments in the organization to which you are appointed liaison. Provide for the Board a summary of each meeting of the organization you attend, identifying issues AAPSE may need to address.

Make a good faith effort to attend meetings of the organization to which you are appointed as liaison, or find a substitute. AAPSE appreciates the contribution of liaisons who are able to cover costs of travel to meetings from state funds, grants, etc., but recognizes that travel costs can be a burden. Liaisons may apply in advance to the AAPSE Executive Committee to request financial support for travel to official meetings.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

#### Committee chairs

Term is at the discretion of the President.

Provide leadership and direction to the members of your committee. Delegate tasks within the committee as appropriate. Develop internal rules and suggestions for achieving assigned responsibilities. Facilitate the timely accomplishment of tasks assigned to the committee. Prepare annual reports for the Board of Directors meetings during your term.

Provide advice and counsel on a timely basis on AAPSE affairs.

Make a good faith effort to attend all Board of Directors meetings during your term.

Serve as an AAPSE presence whenever possible and appropriate. Promote membership in AAPSE and inform others of AAPSE accomplishments.

#### Committee members

Term is at the discretion of the President.

Provide timely feedback to the chair of your committee and assist with tasks assigned to the committee.