



Regional Directors and Vice Directors Handbook

General Responsibilities of a Regional Directors and Vice Directors

- Represent the membership of state associations in the respective region to the NACAA National Board.
- Inform state associations in their region of the activities, concerns, policies, etc. of the NACAA.
- Maintain open communication and dialogue with regional membership and state association officers.
- Be familiar NACAA documents including: Policy Handbook, State Officers Handbook, Committee Handbook, Annual Meeting and Professional Improvement Conference Handbook, etc.
- Encourage regional membership to participate in professional improvement activities and recognition and award programs of NACAA
- Assist NACAA National Board in identifying and selecting future leadership of the Association

Duties of Regional Directors (Policy Handbook 4-15-17)

- Serve as a liaison between the NACAA Board and the state associations
- Conduct visits to state association meetings in the region (*fall and spring*)
- Attend Annual Meeting and Professional Improvement Conference (AM/PIC) (*July, August or Sept*)
 - Pre & Post AM/PIC Board Meetings
 - Winter Board Meetings (*Nov or Dec*)
 - Joint Council of Extension Professionals (JCEP) Leadership Conference (*February*)
 - Spring National Board Meetings (*March*)
- Participate in monthly National Board teleconference calls as organized by the NACAA President
- Organize and conduct Regional Meetings at AM/PIC
- Organize and conduct NACAA Association Meeting at JCEP Leadership Conference (*February*)
- Organize and conduct NACAA Association Meeting at JCEP Public Issues Leadership Development Conference (PILD) if assigned by NACAA President (*April*)
- Serve on Internal Subcommittees as assigned by NACAA President
- Work with NACAA Vice President and Council Chairs to identify and select committee chair and vice-chair nominees.
- Encourage state association officers to update the listing of committee chairs on the NACAA website
- Maintain communications with state presidents or committee chairs in the region through email or other means

Duties of Regional Vice Directors (Policy Handbook Section 4-22)

- Conduct visits to state association meetings in the region if Director cannot attend and/or one visit with Director as a training experience
- Attend AM/PIC (*July, August or Sept*)
- Attend Pre & Post AM/PIC Board Meetings if possible (*not mandatory as a non-voting participant*)
- Participate in monthly National Board teleconference calls as organized by the NACAA President (*as a non-voting participant*)
- Assist Director with Regional Meetings at AM/PIC (*take minutes and/or other tasks*)
- Assist Directors with NACAA Association Meeting at JCEP Leadership Conference
- Assist Directors with PILD Conference if assigned by NACAA President

- Assist Directors with state relations by maintaining communications with state membership chairs and by working with Director to publish timely regional newsletters/e-mails

State Visits

- Regional Directors shall visit each state in the region once/year during their Association meetings
 - If extenuating circumstances require additional visits, seek approval from NACAA President
- A state visit is an opportunity to interact with the associations within the region
 - State visits should provide an overview of NACA professional improvement opportunities, award programs, and NACAA initiatives, advocacy topics, etc.
 - State visits should encourage an open dialogue with membership to ensure that any issues, concerns and suggestions for NACAA are expressed
- Directors should ensure that state officers information is up to date on NACAA website
- Special attention should be given to any public relations opportunities available during the state visit, i.e., meeting with Extension administrators in cooperation with state president and officers.
- Promote the NACAA Annual Meeting and Professional Improvement Conference.
- Promote The County Agent magazine, e-County Agent, and the NACAA web site and award programs.
- Help the state association members understand the NACAA committee structure and the opportunities for participation in the committee system.
- Encourage the state associations and its members to develop innovative member programs.
- Encourage the state association members to take advantage of NACAA benefits and opportunities.

Duties for the AM/PIC

Directors

- Attend pre- and post-AM/PIC National Board meetings.
- Prepare written reports on regional activities for pre and post meetings
- Attend VIP Dinner if possible
- Conduct State Officers and Director/Vice-Director Workshops (*assigned by Pres.*)
- Attend opening/flag ceremony (*Typically seated with National Board*)
- Conduct Regional Meetings
- Attend and assist at Voting Delegate Breakfast and Voting Delegate Session (*Verify attendance of state Delegates attendance at each event*)
- Visit authors and promote Poster Session
- Visit trade show exhibits and meet exhibitors
- Attend meal and award functions as assigned by the President
- Attend all General Sessions
- Attend Achievement Award (AA) breakfast to recognize regional winners (*by invitation of Recognition and Awards Chair*)
- Be visible and accessible to the membership throughout the AM/PIC.
 - Interact with state officers when possible
 - Interact with committee chairs/vice-chairs/state chairs
 - Interact with First Timers where possible to encourage their participation
- Attend Presidents Reception (*dressed for the banquet and invite spouse or guest as well*).
- New and continuing Directors will be on dias for Awards Banquet
- Assist with recognizing Distinguished Service Award (DSA) winners at Banquet

Vice-Directors

- Attend Spring and Winter National Board Meetings only if Director is absent and/or at request/approval of President
- Attend pre- and post-AM/PIC Board meetings, if possible (*not mandatory as a non-voting participant*)

- Attend opening/flag ceremony (Typically seated with National Board)
- Attend and assist Director at Voting Delegate Breakfast and Session (*Verify attendance of state Delegates attendance at each event*)
- Assist Regional Director conduct Regional Meeting
- Record minutes of regional meeting
- Attend seminars and workshops
- Attend meal and award functions as assigned by the President
- Attend all General Sessions.
- Be visible and accessible to the membership throughout the AM/PIC.
 - Talk to state officers if possible
 - Talk with committee chairs/vice-chairs/state chairs
 - Interact with First Timers where possible to encourage their participation
- Attend Presidents Reception (*dressed for the banquet and invite spouse or guest as well*).
- Assist Director with recognizing Distinguished Service Award (DSA) winners at Banquet

Regional Meetings at the AM/PIC

- The Director plans and conducts the regional meeting typically on Monday afternoon.
- The Vice-Director acts as a recorder (Jr. Vice-Director – Southern Region), preparing the minutes for submission to the Regional Director, President and Secretary.
- The Director prepares the agenda with the assistance of the Vice-Director and secures any needed speakers.
- The Director coordinates with the President-Elect for presentation of candidates for National office during the meeting.
- Select a teller for the delegate session at the meeting.
- In years needed, conduct an election of a new Regional Vice Director according to rotation in Policy Manual (Section 4-p18,19)
- Director facilitates discussions of regional issues include the hosting of future AM/PICs
- Directors and Vice Directors should collect information on incoming state presidents and dates of state association meetings

Committee Nominations, Selection of Committee Chairs and Vice Chairs

- Regional Directors assist the Vice President and Council Chairs to fill all upcoming vacant positions on committees, working with state association president.
- Understand and report to all state associations that committee chairs and vice-chairs take office immediately following the AM/PIC.

Special Assignments

Internal Committees - Fiscal, State Relations, Development and Planning, and Publications

- President assigns Directors as chairs and members of each committee
- Chairs coordinate with committee to hold meetings and/or conference calls to address the charges of each committee outlined in Policy Handbook (Section 6-40)

Joint Council of Extension Professionals (JCEP) Leadership Conference

- Directors and Vice Directors are selected by President to serve on JCEP Leadership Conference Planning Committee
- Director plans a NACAA meeting for members attending the conference.
- Senior Director(s) prepare the agenda and presides over the NACAA meeting.
- Vice-directors serve as the meeting recorder (Jr. Vice-Director in Southern Region) and provide minutes to the Director, President, Secretary and others as noted in the Policy Manual.

- Minutes should be complete no later than one month after the JCEP conference

Purposes of the Leadership Conference:

- Provide training for association officers and members
- Conduct association business and collect data for decision making.
- Provide leadership development training
- Provide networking opportunities for officers and members of state associations
- Review the NACAA committee nominations and selection of national chairs and vice-chairs.

Public Issues Leadership Development (PILD) Conference

- Directors and Vice Directors are selected by President to serve on PILD Conference Planning Committee
- Director serving Planning Committee plans a NACAA meeting for members attending the conference

Hall of Fame Award & Service to World Agriculture

- Directors request nomination and conduct selection process for the award Policy Handbook (Section 6-23), (Section 3-9)

Expense Reimbursement for Directors and Vice-Directors

- Expenses are reimbursed by NACAA according to the Policy Handbook (Section 3-2-4)

State Officers Handbook

- Directors are responsible for updating the State Officers Handbook according to rotation is in Policy Manual (Section 4-10)

Director Records

- Directors should submit all reports to the Secretary as instructed in policy
- Upon completion of term Director should turn over all pertinent files to incoming their Vice Director replacing them.

Note: The NACAA Regional Directors and Vice Directors Handbook is designed to provide guidance to members in or considering serving in these roles. It should be noted that this Handbook is only a guide and is superseded by the NACAA Policy Manual.

Revised as of June 2015