

Texas Extension Specialists Association

Administrative Guidelines

The purpose of these guidelines is to provide greater continuity in the transfer of responsibilities from President-elect, President, Past-President, Secretary, Treasurer, Historian, Parliamentarian, Chapter Director and Committee Chairman to the person succeeding to the office or Chairmanship. The bylaws outline the general responsibilities of the President-elect, Secretary, Treasurer, Historian and Committee Chairman, but these guidelines provide other details.

I. Guidelines for President-elect

- A. Following election/installation, confer with President and Past President to discuss responsibilities of the office and arrange for transfer of records.
(ASAP, no later than August 31)
- B. Coordinate advanced planning for the next year's meeting (18-24 months in advance). Selection criteria will include easy access, nice facilities and availability of family oriented activities. A rotation of Hill Country, San Antonio, and Gulf Coast has drawn the most attendance and should be considered prior to signing a contract with a hotel/motel.
 1. Investigate potential meeting location/facilities *(Aug-Dec, 18-24 months in advance)*.
 2. Provide recommendation of location/facilities for Board approval *(Winter Board Meeting 18 months in advance)*.
 3. Negotiate contract and secure hotel and meeting facilities *(ASAP following board approval)*.
- C. Coordinate overall Planning Committee and Serve as host for the upcoming meeting. Location and facilities should have been secured by previous President-Elect.
 1. Appoint a Chairman (or Co-Chairmen) for various planning and arrangements committees including, but not limited to, activities, finance, publicity, arrangements, program, and registration. Basically solicit help in planning the meeting, don't try to do it by yourself.
(Throughout Fall, complete in first quarter of the year)
 2. Confer with Treasurer/Finance committee regarding budget availability/needs for the upcoming meeting. Assist with preparation of annual budget proposal.
(Prior to Winter Board Meeting)

3. Submit meeting format, program (speakers, tours, activities, etc.), and registration fee details to the Executive Committee for approval.
*(Throughout Spring, complete by **Spring Board Meeting**)*
4. Coordinate with Treasurer the distribution/promotion of annual meeting details and registration information to members. Prepare for collection of registration information and registration payments.
*(Spring Board Meeting, complete by **May 31**)*

II. Guidelines for President

- A. Following election/installation, confer with President-Elect and Past President to discuss responsibilities of the office and arrange for transfer of records.
*(ASAP, no later than **August 31**)*
- B. Complete any necessary follow-up to the annual meeting including but not limited to sending official “thank you” to sponsors, speakers, and administrators.
*(ASAP, no later than **August 31**)*
- C. Review tasks of all officers and committees to coordinate accountability for all tasks.
(Throughout the year)
- D. Serve as primary contact with Extension Administration.
 1. Establish initial contact regarding your new role as TESA President
*(ASAP, no later than **August 31**)*
 2. Schedule future meetings/interaction with Extension Administration.
*(ASAP, no later than **August 31**)*
 3. Maintain regular contact/meetings and provide TESA Board (and membership when appropriate) with summaries of discussions with Extension Administration.
(Throughout the year)
- E. Appointments. The Past-President and Membership Chair should be able to help find willing volunteers.
 1. Appoint Chapter Directors where vacancies exist.
*(Complete by **September 30**)*
 2. Appoint Standing Committee Chairs
(Membership, Finance, Nominating, Awards)
*(Complete by **September 30**)*

3. Appoint other committee chairs as necessary (Audit, Fundraising)
(Complete by **Winter Board Meeting**)
 4. Appoint a Parliamentarian. Preferably an individual would serve in this role for the entire year.
- F. Prior to each Board Meeting (winter, spring, annual) solicit Board and membership for agenda items and/or items of concern to address with Administration. Preferably provide the Board with an agenda prior to each meeting.
(Throughout the year)
- G. On a rotating basis with the other Associations, the TESA President would have the additional responsibility to host the Brownwood Board Meetings (Convening Pre-Peace and Peace meetings and moderating the general session)

III. Guidelines for Past President

- A. Following election/installation, confer with President-Elect and President to discuss responsibilities of the office and arrange for transfer of records.
(ASAP, no later than **August 31**)
- B. Assist President in establishing contact with Extension Administration.
- C. Serve in advisory role to President and President-Elect in all their duties and serve as substitute in the event the President and/or President-Elect cannot perform one of their duties.
- D. Serve as editor; distribute the TESA Newsletter. Coordinate with the Executive Committee on newsletter content to provide membership with summaries of each board meeting and the annual meeting as well as any other relevant news or announcements. Suggested Content:
1. Annual Meeting (*Distribute by August 31*)
 - (i) Summary of Annual Meeting.
 - (ii) Summary of official action at board meeting and business meeting.
 - (iii) List of new officers with contact information.
 - (iv) Schedule of upcoming TESA events and meetings.
 2. Winter Board Meeting (*Distribute before Christmas Break*)
 - (i) Summary of official action at board meeting
 - (ii) Summary of Administrative comments and responses to questions.
 - (iii) Solicitation and instructions on paying membership dues.
 - (iv) Schedule of upcoming TESA events and meetings.
 3. Spring Board Meeting (*Distribute before Memorial Day*)
 - (i) Summary of official action at board meeting

- (ii) Summary of Administrative comments and responses to questions.
 - (iii) Announcement of officer elections
 - (iv) Reminder chapters to hold chapter director elections
 - (v) Announcements regarding annual meeting.
 - (vi) Schedule of upcoming TESA events and meetings.
- E. Past President generally serves chair of the nominating committee.
See guidelines for nominating committee.

IV. Guidelines for Secretary

- A. Following election/installation, confer with outgoing Secretary to discuss responsibilities of the office and arrange for transfer of records.
(ASAP, no later than August 31)
- B. Keep the President informed of official Association correspondence. The Secretary's business address will be the Association's official mailing address.
- C. Assist in developing an electronic version of Association letterhead that lists the names of current year's officers and Chapter Directors.
- D. Use Association letterhead for all official correspondence. When possible, use email with correspondence attached in PDF format. Secretarial time and Extension facilities may be used to prepare and duplicate materials if electronic distribution is not possible. Stamps may be purchased as needed for official correspondence (send receipts to Treasurer for reimbursement)
- E. Distribute meeting minutes for electronic approval in a timely fashion following each board or membership business meeting.
- F. Confer with and assist Historian with collection and proper (electronic or hard copy) storage of official Association documents.

V. Guidelines for Treasurer

- A. Following election/installation, confer with outgoing Treasurer to discuss responsibilities of the office and arrange for transfer of records and other materials.
(ASAP, no later than August 31)

- B. Arrange with a convenient bank to handle the Association's account. This may include transferring the account from one bank to another, or simply changing the signature card and mailing address with the existing account. The Treasurer should be the primary signer, but another trusted member should be established as an alternate signer and approved as such by the board.
*(ASAP, no later than **August 31**)*
- C. Income (dues, registration, sponsor donations, etc.) should be deposited as soon as possible upon receipt.
- D. Expenses
1. TESA funds should only be spent as authorized by the annual budget. Consult the Executive Committee as soon any budget line begins to appear inadequate for expected expenses.
 2. Require appropriate documentation (receipts, invoices, etc.) before paying expenses or reimbursing members/officers for TESA Expenses.
 3. In the event the Treasurer needs to be reimbursed for expenses, the alternate signer should review the expense and sign the check.
- E. Keep accurate records of the Association's financial activities and report appropriately.
1. Maintain account balances and transaction record in Quicken or comparable software that allows for ease of summarizing income and expenses.
 2. Provide a Treasurer's report for all membership and board meetings and as requested by the board. The report should include:
 - (i) Current Account balances, interest rates, & maturity dates.
 - (ii) Year-to-date income and expense summary by category relative to the current budget.
 - (iii) It is also helpful to provide a recent history (suggested 5 years) of annual income and expenses.
 - (iv) Current paid membership count (along with a suggested 5 year history).
 3. Obtain and keep receipts for disbursements and issue receipts for income, as appropriate.
 4. Hard copy records are not necessary. Maintain electronic records (scan or PDF) of all bank statements, reconciliation reports, income/expense documentation, treasurer reports, and other records as appropriate in an orderly file structure.

5. Maintain an adequate backup of all financial records and Quicken files.
 - (i) On an ongoing basis, maintain a backup on a separate computer, external hard drive, and/or flash drive and store in secure location.
 - (ii) Upon transferring annual files to Audit committee for review, also send a copy to the Historian to keep with Association historical records
 - (iii) Request Audit committee keep copy of annual records reviewed for additional backup.

- F. Submit to Audit Committee all files and records of the most recent year. (include all items in E.4. as well as a complete transactions list and a year-end Treasurer's report)
*(Submit by **January 31**)*

- G. Submit online the IRS Form 990-N (See past forms for website/instructions)
The actual IRS deadline is a few months past the end of the year, but this should be done in January so Audit Committee can verify.

- H. Work with Membership Chairman to solicit, record, and collect membership dues.

- I. Work with the President-Elect to promote the annual meeting and to record & collect annual meeting registration payments.

- J. Membership Records
 1. Maintain computerized data base of Extension specialists with contact information and record of dues paid. Keep a current list of paid members posted on the Association website. Chapter Directors and Membership Chair can access the list to determine dues status of individual members.

 2. Upon request, provide email list of current paid members for the purpose of voting, elections, and other membership communications.

 3. Update Membership Dues Form for the next year, and make available on the Association website.
*(Complete by **winter board meeting**)*

- K. The Treasurer often serves as the Financial Committee Chairman.
See guidelines for Financial Committee.

VI. Guidelines for Historian

- A. Following election/installation, confer with outgoing Historian to discuss responsibilities of the office and arrange for transfer of records and other materials.

(ASAP, no later than August 31)

- B. Maintain electronic archives of the following:
1. All official Association meeting minutes.
 2. All official Treasurer's reports.
 3. Historic versions of the Constitution, By-Laws, and Administrative Guidelines.
 4. History of Association officers.
 5. History of awards given by the Association.
 6. History of deceased members recognized/honored by the association.
 7. Develop a brief summary of the association's activities during the year such as the January social, the annual summer meeting, and other significant events. Meeting summaries should include: location, facilities, activities, speakers, cost, members in attendance, and total attendance.
- C. Maintain an adequate backup of all financial records and Quicken files. Make sure up-to-date historical files exist in 2-3 locations (second computer, webserver, external hard drive, and/or flash drive) to prevent potential loss of files.
- D. Make sure current or most recent versions of B1, B2, and B3 are available on the association website.
- E. Make sure full historical versions of B4, B5, B6, along with 4-5 years of B7 are available on the association website.
- F. Maintain the historical materials in an orderly manner and pass them on to the succeeding Historian.

VII. Guidelines for Parliamentarian

- A. Following appointment to office, confer with outgoing Parliamentarian to discuss responsibilities of the office and arrange for transfer of records and other materials. *(ASAP following appointment)*
- B. Provide a copy of the current Constitution and By-Laws and Administrative Guidelines to new officers, Chapter Directors, and Committee Chairmen as needed.
- C. Periodically review official documents to determine revisions needed. When needed, or as directed by the Board, prepare wording for amendments, deletions or additions and submit to Board for approval.
- D. When changes in either document (Constitution and By-Laws and Administrative Guidelines) are needed, revise the document(s) with changes incorporated and distribute for approval as required. Make sure all Officers, Chapter Directors, and Committee Chairmen have the newly approved official version.

- E. Inform President when parliamentary procedures are violated and assist with appropriate order and function of official association meetings. Maintain a copy of the most recent edition of Robert's Rules of Order for easy reference to rule on questions of parliamentary procedure.

VIII. Guidelines for Chapter Directors

- A. Serve as communication link between chapter members and the Board by calling chapter meeting(s) to discuss concerns of the members and to report Association business. *The board typically budgets \$50 annually for each chapter to host chapter meetings.*
- B. At chapter meetings and/or through personal meetings with members, verify that paid members know when official minutes, newsletters, membership notices, etc. are posted to the web.
- C. Work with Membership Chairman and/or Treasurer to collect dues of chapter members to be received by the Treasurer. Encourage chapter to be 100% in membership.
- D. Attend regularly scheduled and special Board meetings held during the year.
- E. Accept special appointments or responsibilities as delegated by the President.
- F. In the year that your term expires, conduct chapter election to select a new Board member. Send the name of the new Chapter Director to the President.
*(Complete by **June 30**)*
- G. Work with your chapter members and the Award Committee Chairman to submit qualified nominees for TESA Awards. The Award Committee is responsible for advertising, judging and awarding recognition to five CEA Categories and two support of TESA Awards.
- H. Work with your chapter members and the Scholarship Committee Chairman to submit qualified nominees for available scholarships. The Scholarship Committee is responsible for advertising, judging and awarding scholarship(s) to qualified youth of TESA members.
- I. Work with your chapter members and the Professional Development Committee Chairman to submit proposals for TESA professional development grants.

IX. Guidelines for All Committee Chairman (Co-Chairmen)

- A. After accepting the Chairmanship of a committee, contact the appropriate outgoing Committee Chairman to discuss committee responsibilities and arrange for transfer of official records.
- B. In cases of Co-Chairmanship, both parties will discuss responsibilities and mutually agree on how assignments will be divided.
- C. Select committee members in cooperation with the President and President-elect. Involve as many members as possible on the various Association committees, try to avoid using only a few members on several committees. Chairmen and Co-Chairmen will determine the number of members needed on a committee. A list of committee members, that have agreed to serve, should be submitted to the President and President-elect prior to their first meeting.
- D. Discuss the role of the committee with its members and assign tasks.
- E. Set committee meeting times, arrange for meeting locations and notify members of details. Schedule meetings as needed in advance of regular Board meetings so plans and progress can be reported to the Board.
- F. Attend Board meetings as requested by the President or send a committee report via the committee advisor or Board member liaison.
- G. Prepare a written report of committee accomplishments for the year to submit to the President for archiving purposes.

X. Guidelines for Nominating Committee

- A. See Guidelines for Chairman (Item VII.)
- B. Confer with President and Membership Chairman and help solicit willing volunteers to fill any Chapter Director and/or Committee Chair vacancies.
*(Complete by **September 30**)*
- C. Select candidates for President-elect, Secretary, Treasurer and Historian
*(Complete by **Spring Board Meeting**)*
 - 1. Attempt to obtain a minimum of two candidates for each office.

2. Select the best leadership possible from paid membership. Give priority for the office of President-elect to previous members of the Board, Committee Chairmen and/or active committee members.
 3. Obtain consent from each nominee to verify willingness to serve if elected.
 4. Submit the slate of nominees to be reviewed at the spring Board meeting.
- D. Conduct Officer Elections.
*(Complete by **June 30**)*
1. Prior to voting, brief statements describing nominees' involvement in the Association should be posted on the Association web site.
 2. Prepare a ballot for the President of the Association to email to all active paid members with a reference made to the web link mentioned in D.1.
*(President should email ballot in **early June**)*
 3. Voting period should be open a minimum of 2 weeks.
 4. Together with the Association President, tally and verify the election results. Share the results of the election with all candidates prior to the annual meeting.

XI. Guidelines for Financial Committee

- A. See Guidelines for Chairman (Item VII.).
- B. Confer with the President-Elect regarding anticipated budget needs for the next year's annual meeting. Review recent annual income/expense summaries, and developed a proposed budget for the coming year. Adequate flexibility should be built into the budget to allow the Executive Officers the opportunity to approve uncommon expenditures as they arise.
*(Submit for approval at **winter board meeting**)*
- C. Review accumulated financial resources of the Association and recommend ways to invest or use the funds.
*(Submit recommendations at **winter board meeting**)*

XII. Guidelines for Public Relations Committee (This committee is no longer active, social activities have been handled by the membership committee in effort to increase membership)

- A. See Guidelines for Chairman (Item VII.).

- B. Plan activities for membership socials to be held at appropriate locations throughout the year. Determine what tasks have to be performed in order to accomplish a successful social function. Socials are open to paid members and invited guests.
- C. Recommend social activities and projected costs to the Association President.
- D. Schedule date, location and time with appropriate person(s). Send details to Association members by e-mail or printed announcement. Attempt to announce the activity (and who is invited) at least 30 days prior to the event.
- E. Contact the Treasurer to secure checks for food, meeting rooms, etc. and give receipts to the Treasurer for records. When expenses are paid with personal funds, give receipts to the Treasurer for reimbursement.

XIII. Guidelines for Audit Committee

- A. See Guidelines for Chairman (Item VII).
- B. Review the Association Constitution, Bylaws, and Administrative Guidelines for complete expectations of the Treasurer.
- C. After the end of the business year, request from the Treasurer all financial records for the past year. (include all items in Treasurer Guidelines E.4. as well as a complete transactions list and a year-end Treasurer's report)
*(To be received by **January 31**)*
- D. Review and verify:
 - 1. Submission of IRS Form 990-N for past year.
 - 2. All Association expenses were appropriate.
 - 3. Documentation of income/expenses is appropriate.
 - 4. Treasurer's processes and records are sufficient.
- E. Confer with the Treasurer as necessary to resolve any questions and/or consider suggestions of the Audit committee. Consider any suggested changes to the Constitution, Bylaws, and/or Administrative Guidelines.
- F. Complete review and provide Treasurer with copy of draft audit report.
*(Complete by **March 31**)*
- G. Allow Treasurer the opportunity to respond, as appropriate, to questions and/or suggestions of the Audit Committee. Revise as necessary and submit final Audit report to President.
*(Prior to **Spring Board Meeting**)*
- H. As requested, report results of the audit at the spring board meeting and annual membership business meeting.

- I. Conduct an additional audit, at the discretion of the President, upon the resignation of the Treasurer and provide the new Treasurer with the results of the audit.

XIV. Guidelines for Membership Committee

- A. See Guidelines for Chairman (Item VIII).
- B. Set membership goal(s) and develop a plan to recruit members. Interpret purpose and benefits of Association to prospective members.
- C. Coordinate membership promotion efforts with Chapter Directors and the Treasurer.
- D. Collect dues as close as possible to the beginning of the year in coordination with Treasurer. Identify specialists who have allowed membership to lapse a few years or who have never joined Association and make special efforts to recruit these specialists.
- E. Identify potential members mentioned in e-mails from the Human Resources Department. Send them a welcome letter explaining Association purposes, activities and the first year's complimentary membership feature. Arrange to meet with new specialists during "New Employees Training" on campus, if possible. Follow up with personal visits.
- F. Provide opportunity for non-member specialists to pay dues at Association socials. Coordinate on-site dues collection procedures with Public Relations Committee and Treasurer.
- G. Near the end of the year, coordinate with Treasurer to arrange for membership billing to collect dues for the next year. Encourage payment near the beginning of the year.

XV. Guidelines for Benefits Committee (no longer active, as needed these issues will be handled by special appointment committee)

- A. See Guidelines for Chairman (Item VII)
- B. Contact Board members, officers and Association members for advice on areas of specific concern (i.e. retirement programs, insurance, etc.) and investigate areas of concern. Make recommendations to the Board for courses of action.
- C. Identify programs which may provide goods or services at a discount to the membership. Submit information on recommended benefits to the Board for approval. If approved, disseminate information to the membership.
- D. Communicate and cooperate with representatives of other Extension professional association committees concerned with staff benefits.

XVI. Guidelines for Awards Committee (Dec 2015, This section is in desperate need of a revision/update)

- A. See Guidelines for Chairman (Item VII).
- B. Administer Distinguished Achievement Award for county Extension agents and the John E. Hutchison Award.
 - 1. Review Award nomination form and selection criteria and recommend changes, if needed, to the Board. Revise criteria and form accordingly.
 - 2. Distribute nomination form to Association members to solicit entries and determine due dates for nominations.
 - 3. Receive nomination forms, review them and select one county Extension agent in each category - Agriculture, Home Economics, 4-H, Community Development, and Specialties. If no nominations are received for a category or if nominations received do not meet criteria, do not designate a winner in that category. Submit names of winners to the President prior to the Spring Board meeting held in April or May.
 - 4. Prepare award statement and obtain award plaques for each recipient. Make arrangements for presenting plaques to winners and prepare letters of commendation for the Association President to sign.
 - 5. Arrange for publicity announcing presentation of the awards.

XVII. Guidelines for Retiree Committee

- A. See Guidelines for Chairman (Item VII).
- B. Establish communication with Life Members (send e-mail when possible). Maintain a list of all TESA Life Members. Add eligible specialists to the list as they retire. The names can be obtained from the monthly listing of Changes for Personnel (<http://perdir.tamu.edu/>) and/or from Extension Employee Benefits Manager. Eligibility can be determined from the membership database (member should have been a dues paying Association member during three of the last five years they were employed).
- C. Recommend topics of interest for the annual meeting that would be appeal to TESA Life Members. Also, make sure information about the annual meeting is sent to Life Members in a timely fashion.
- D. Work with President to plan recognition during the business portion of the annual meeting or at another appropriate time. Recognize members in attendance and the new additions to the TESA Life Members group since the last annual meeting.
- E. At the Annual Association Meeting conduct a memorial service recognizing all

members that have died since the last annual meeting.

1. When a current or retired member dies, make a \$50.00 contribution in memory of the deceased to the State 4-H Center for discretionary purchase of a piece of equipment or furnishing at the Center.
 2. Inscribe a nameplate for the Association Memorial Plaque at the State 4-H Center with the name and Extension title of the deceased member. Charge the inscription costs to the Association's savings account.
 3. Have the State 4-H Center send a letter to the family of the deceased, indicating a contribution has been made to the State 4-H Center in memory of the deceased and that the name of the deceased has been placed on the Association's Memorial Plaque.
- F. Keep the Association president informed of items of concern, deaths of members, and additions of members in good standing.

XVIII. Guidelines for Fundraising Committee

- A. See Guidelines for Chairman (Item VII).
- B. Maintain and keep updated list of organizations and business that have sponsored the association. Keep historical records of annual donations.
- C. Maintain personal contact when possible with sponsors. Solicit committee membership to take advantage of contacts with past and potential new sponsors.
- D. Solicit sponsorship donations for the annual meeting using personal contact as much as possible. Mail formal request with explanation of benefits the funds provide. Emphasize the need/desire for ongoing partnership.
(Complete by *March 31*)
- E. Receive sponsorship donations and forward to Treasurer as soon as possible.
- F. Thanking sponsors
 1. Send a note of thanks immediately acknowledging receipt of donation. Confer with Treasurer if sponsor needs a formal receipt.
 2. Organize a list of all sponsor contacts and provide to the membership at the annual meeting. Encourage all members to send thank you to sponsors.
 3. Where appropriate invite sponsors to attend the annual meeting giving them an opportunity to advertise, promote, and/or simply further develop our partnership.

4. Work with President-Elect to coordinate booth/table space for sponsors that want to attend the meeting.
5. Develop displays/posters for use at the annual meeting to recognize sponsors.

XIX. Special Committees Will Receive Their Charge From the President.