

SECTION G

Professional Sections Chairs, Position Descriptions

(Serve odd-numbered years to a two-year term. i.e. 2009-2011)

- 1 Colleges & Universities/Research
- 2 Elementary, Secondary, and Adult Education
- 3 Extension
- 4 Home and Community
- 5 Human Services
- 6 Student Unit Section Co-Advisor
- 7 OAFCS Student Unit Section President

COLLEGES AND UNIVERSITIES/RESEARCH

Eligibility:

Active or emeritus membership in AAFCS/OAFCS; membership in one of the sections

Length of Term:

Appointed by the President in odd-numbered years to a two-year term

Responsibilities:

1. Serve as member of the following:
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program of work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to members who work in higher education
3. Promote membership in AAFCS for those individuals who function as a professional in family and consumer sciences in higher education, not only for themselves but for their students as well
4. Communicate with national colleges and universities and Research officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Establish and maintain a network to identify research in family and consumer sciences within the state of Ohio

6. Determine ways to promote research in family and consumer sciences
7. Serve as a Liaison with Ohio colleges and universities
8. Chair thesis and dissertation awards and presents them at Annual Meeting - Notify awards chair

ELEMENTARY, SECONDARY, AND ADULT EDUCATION
(ESAE)

Eligibility:

Active or emeritus membership in AAFCS/OAFCS; membership in section

Length of Term:

Appointed by the President in odd-numbered years to a two-year term

Overall Responsibilities:

1. Serve as member of the following:
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program of work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to members who work in elementary, secondary, or adult education
3. Promote membership in AAFCS for those professionals in family and consumer sciences who work in elementary, secondary, or adult education
4. Communicate with national ESAE officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Select Teacher of the Year
 - A. Write an article for the fall newsletter
 - B. Send letter/email to all members of ESAE and current Executive Board members; help publicize and solicit nominations
 - C. Nominations are screened and recipient selected by committee
 - D. Write an article for spring newsletter about Teacher of the Year award winner
 - E. Request \$150.00 for travel to AAFCS and/or expenses and membership dues for one year for Teacher of the Year

EXTENSION

Eligibility:

Active or emeritus membership in AAFCS/OAFCS; membership in section

Length of Term:

Appointed by President in odd-numbered years to a two-year term

Responsibilities:

1. Serve as member of the following:
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program of work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to members who work in extension and local extension groups as they plan meetings.
3. Promote membership in AAFCS for those professionals in family and consumer sciences who work in extension
4. Communicate with national Extension officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Communicate with members
 - A. Prepare articles for state newsletter
 - B. Inform other extension members of national officers of Extension. Provide addresses, emails, and phone numbers so contact can be made.
 - C. Suggest speakers for OAFCS Annual Meeting
6. Become involved and knowledgeable about legislative and public affairs related to families
 - A. Write articles and newsletters to inform extension members about current legislation
 - B. Offer expertise in family and consumer sciences to legislators on a fact-finding basis
 - C. Encourage and promote professionals in family and consumer sciences to be members of local boards, commissions, and state legislatures
7. Attend AAFCS Annual Meeting
 - A. Attend or send an alternate to the Extension section business meeting
8. Become familiar with the OAFCS Bylaws and procedures so that you can be most effective in carrying out your Extension section responsibilities

HUMAN SERVICES

Eligibility:

Active or emeritus status membership in AAFCS/OAFCS; membership in section

Length of Term:

Appointed by the President in odd-numbered years to a two-year term

Responsibilities:

1. Serve as member of the following:
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program of work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to members who work in human services and local professional groups as they plan meetings
 - C. Explore the interest in organizing local HS groups(s)
3. Promote membership in AAFCS and HS for those individuals who function as professionals in family and consumer sciences in human services
4. Communicate with national HS officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Communicate with members
 - A. Prepare articles for state newsletter
 - B. Inform other HS members of national officers of HS. Provide addresses and phone numbers so contact can be made
 - C. Suggest speakers for OAFCS Annual Meeting
6. Promote family and consumer sciences as a career
 - A. Write newspaper articles featuring HS in Ohio
 - B. Involve HS members in television spots, school career days, and other activities to make family and consumer sciences visible
7. Become involved and knowledgeable about legislative and public affairs related to families
 - A. Write articles and newsletters to inform HS members about current legislation
 - B. Offer expertise in family and consumer sciences to legislators on a fact-finding basis
8. Attend AAFCS Annual Meeting
 - A. Attend or send an alternate to the HS section business meeting
9. Become familiar with the OAFCS Bylaws and procedures so that you can be most effective in carrying out your HS section responsibilities

HOME AND COMMUNITY

Eligibility:

Active or emeritus membership in AAFCS/OAFCS; membership in section

Length of Term:

Appointed by President in odd-numbered years to a two-year Term

Responsibilities:

1. Serve as member of the following
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program or work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting as designated by Planning Committee
 - B. Serve as a resource person to members who work in the home and community and to local groups as they plan meetings.
3. Promote membership in AAFCS and HC for those professionals in family and consumer sciences who are working within the home and community
4. Communicate with national HC officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Communicate with members
 - A. Prepare articles for state newsletter
 - B. Inform other HC members of national officers of HC. Provide addresses, emails and phone numbers so contact can be made
 - C. Suggest speakers for OAFCS Annual Meeting
6. Promote family and consumer sciences as a career
 - A. Write newspaper articles featuring HC members
 - B. Involve HC members in television spots, school career days, and other activities to make family and consumer sciences visible
7. Become involved and knowledgeable about legislative and public affairs related to families
 - A. Write articles and newsletters to inform HC members about current legislation
 - B. Offer expertise in family and consumer sciences to legislators on a fact-finding basis
 - C. Encourage and promote Family and Consumer Sciences Professionals to be members of local boards, commissions, and state legislatures

8. Publicize the HC scholarship available to HC members and encourage them to apply. Encourage members to donate funds for the continuation of the scholarship.
9. Attend AAFCS Annual Meeting
 - A. Attend or send an alternate to the HC section business meeting
10. Become familiar with the OAFCS Bylaws and procedures so that you can be most effective in carrying out your HC section responsibilities

STUDENT UNIT SECTION CO-ADVISOR

Eligibility:

Active or emeritus membership status in AAFCS/OAFCS

Length of Term:

Appointed by President annually to a two-year term
Serving year one as co-advisor and year two as advisor

Responsibilities:

1. Serve as a member of the following:
 - A. Executive Board
 - B. Program of Work Committee, Year One
 - C. Annual Meeting Committee, Year Two
2. Plan and implement a state program of work in cooperation with SU president; assist SU president in completing an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to members who work in higher education and the Student Unit (SU) members and officers
3. Promote membership in AAFCS for those individuals who function as professionals in family and consumer sciences in higher education, not only for themselves but also specifically for their students
4. Advise the Ohio SU officers in their duties
5. Help formulate plans with the SU officers
6. Encourage participation and utilization of student members at state and district workshops and meetings
7. Assist in developing and carrying out plans for the selection of the state's candidate for office in the AAFCS student member section
8. Maintain and distribute up-to-date mailing list of campus chairpersons (or presidents), advisors, and rosters of individual student members of AAFCS within the state
9. Assist the SU president in keeping local SU groups informed of state and national activities

10. Coordinate and give leadership to local SU advisors
11. Encourage attendance at the AAFCS Annual Meeting
12. Provide leadership in selecting Outstanding Ohio Student Unit member awarded at Annual Meeting.

OAFCS STUDENT UNIT SECTION
PRESIDENT

Eligibility:

Student membership status in AAFCS/OAFCS

Length of Term:

1 year (elected member of OAFCS Student Unit)

Responsibilities:

1. Serve as member of the following:
 - A. Executive Board
 - B. Annual Meeting Committee
2. Plan and implement a state program of work; complete an annual report
 - A. Plan a section program or business meeting for Annual Meeting
 - B. Serve as a resource person to Student Unit members and local Student Unit groups as they plan meetings
3. Promote membership in AAFCS and SU for those students majoring in family and consumer sciences at Ohio colleges and universities
4. Communicate with national Student Unit officers
 - A. Report activities and programs to national officers
 - B. Suggest speakers for AAFCS meeting
5. Assist in developing and carrying out plans for the selection of the state's candidate for office in the AAFCS Student Unit section
6. Communicate with OAFCS Student Unit members
 - A. Preside at the Student Unit Section business meeting at Annual Meeting
 - B. Suggest Student Unit members be speakers for OAFCS Meeting
7. Appoint Student Unit Section committees, as necessary, and serve as ex-officio member of them
8. Assist other Student Unit Section officers as necessary and oversee their performance in carrying out their duties