

SECTION F

Standing Committees, Ad Hoc Committees and Liaison Appointments with AAFCS

Standing: (Serve even-numbered years to a two-year term. i.e. 2004-2006)

- Annual Meeting
- Awards
- Bylaws
- Finance
- Membership/Records
- Newsletter Editor
- Nominating
- Program of Work
- Public Policy
- Public Relations
- Scholarship

Ad Hoc: (Serve odd-numbered years to a two-year term. i.e. 2005-2007)

- Diversity
- Early Childhood Initiative
- Handbook
- Historical
- Listserv
- Middle Level FCS Teachers
- Ohio Action for Healthy Kids
- SPCHEO
- Web Master

Liaison: (Serve odd-numbered years to a two-year term. i.e. 2005-2007)

- AAFCS Development
- Certification

ANNUAL MEETING COMMITTEE
(Standing Committee)

Purpose:

The Annual Meeting Committee shall plan the Annual Meeting Program.

Membership:

Odd Years:

Chair: Vice-President; Program Development
Members: Professional Section Chairpersons (year two)
President

Even Years:

Chair: Vice-President; Program Development
Members: Subject Matter Chairpersons (year two)
President

(i.e., Subject Matter Chairs are appointed in “even” years (2000-01) by the President and are responsible for the 2001 Program of Work and 2002 Annual Meeting).

AWARDS COMMITTEE

(Standing Committee)

Purpose:

The Awards Committee shall conduct an awards information program, secure nominations, and select award recipients.

Membership:

Chair: Appointed by President or current Awards Chair in every year to a two-year term on Executive Board. Year one act as chair-elect and year two act as chair.

Members: District Representative (4). District A and B appointed in even number years and District C and D appointed in odd number years, beginning in 1997.

Responsibilities:

1. Review and revise the award applications for clarity and ease of completion by September 15.
2. Duplicate copies of the applications and send to the professional section chairs for distribution to the membership by September 15. Update Web Master on Changes to the OAFCS Awards Web Pages. Check to make sure information is correct on the Web Page.
3. Publicize the awards application process to membership in the Fall newsletter. (August Newsletter deadline).
4. Receive completed sets of applications and duplicate for review by the Awards Committee at the February meeting.
5. Revise the award application checklist to aid the Awards Committee in selecting the winners.
6. Organize the selection process at the Executive Committee meeting in February (or earlier). It's possible that each section chairperson may handle the subsection awards selection process. Work collaboratively with: Scholarship Chair (Scholarships), Family Relations Human Development (Friend of Family Award), Membership (50 year Members), Colleges & Universities/Research (Dissertations and Thesis), Elementary, Secondary, and Adult Education (Teacher of the Year)
7. Order the awards to be presented at the annual meeting. Order plaque for President. Stay

within approved Board budget.

8. Review the award winners' applications to select highlights for the presentation at the awards ceremony.
9. Prepare a handout of the winners to pass out at the Awards Ceremony Reception. NOTE: The Scholarship winners, officers, AAFCS and other awards may also be listed on this handout.
10. Present the awards at the OAFCS Annual Meeting.
11. Publicize the winners in the Summer or Fall newsletter.
12. Request membership dues for award winners.
13. Appoint chair-elect either from Awards Committee members or members-at-large.
14. Communicates frequently with chair-elect.
15. Chair-elect is not a member of Executive Board but attends in absence of chair.
16. Member of Public Relations Committee

BYLAWS COMMITTEE
(Standing Committee)

Purpose:

The bylaws committee shall annually review OAFCS bylaws and present changes if needed.

Membership:

Chair: Counselor

Members: Appointed by the President or Counselor
Handbook Chair

FINANCE COMMITTEE
(Standing Committee)

Purpose:

The Finance Committee shall prepare proposed annual budget and submit it to the Executive Board, submit a financial report the Executive Board at the Annual Meeting of the Association, study investments and securities of the Association annually, and make recommendations to the Board.

(By order of the OAFCS Executive Board, substantial penalties may be imposed for late submission of the annual district treasurer's report. The penalty may include withholding the district's share of membership dues and additional fines to cover the penalty cost incurred at the state level.)

Membership:

Chair: Treasurer

Members: President

President-Elect

One Board Member appointed by the president – preferably a district

president

Past Treasurer if first year for present Treasurer

MEMBERSHIP/RECORDS COMMITTEE
(Standing Committee)

Purpose:

The Membership/Records Committee shall promote membership, interpret policies in regard to membership, distribute applications for membership, and recruit individuals for family and consumer sciences through career programs.

Membership:

Chair: Appointed by President in even-numbered years to a two-year term on Executive Board

Members: Vice-Presidents, Membership in Districts
OR Presidents-Elect of Districts
Vice President, District Affairs
President-Elect

Responsibilities:

1. Coordinate statewide membership activities
2. Maintain a current membership database of OAFCS members and provide labels to districts, professional sections and other board members as needed.
3. Follow-up with members who did not renew, requests for membership, and problems individual members may have with addresses, mailings, etc.
4. Plan strategies that may be used to solicit new members and retain present membership.
5. Keep and report accurate records of the OAFCS membership totals. Compile, analyze, and evaluate monthly and quarterly reports to report at OAFCS Executive Board meetings.
6. Provide directory as disk or hardcopy at Annual Meeting each year.
7. Attend district membership campaigns as possible.

8. Coordinate and implement membership booth activities at various functions where a large number of family and consumer sciences professionals may be present, such as:
ACTE –All Ohio Career & Technical Education Conference

9. Cooperate as requested with universities and colleges that offer family and consumer sciences in Ohio in order to solicit members

10. Attend state and national conferences, membership chairperson's sectional meeting, if possible

NEWSLETTER EDITOR
(Standing Committee)

Eligibility:

Active or emeritus status in AAFCS/OAFCS

Length of Term:

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

Responsibilities:

15. Organize and edit newsletter items for OAFCS Newsletter
16. Distribute the Ohio Newsletter to the membership three times a year by postal, e-mail or web. Communicate publication dates with President and board members.
17. Serve on the Executive Board of OAFCS

NOMINATING COMMITTEE
(Standing Committee)

Purpose:

The OAFCS Nominating Committee shall present nominations for the elected state officers, and others as listed by the Association as defined in Article IV of the Bylaws. The committee will also coordinate the presentation of nominations for district officers.

Membership:

Chair: Vice-President, District Affairs
Members: Elected Representative from each District

Responsibilities:

18. Each representative should locate and contact at least one (1) candidate for each state office being vacated that year.
19. Each representative should locate and contact at least two (2) candidates for each district office being vacated that year and confirm membership.
20. Submit to the Vice-President, District Affairs, at least two weeks prior to the Fall Executive Board meeting, a list of candidates for each office being vacated that year.
21. Obtain information and photos necessary from the slate of nominees for each office to develop the ballot.
22. Mail ballot to members, excluding associate, student, and honorary, at least 75 days prior to the Annual Meeting. Closing date for the receipt of ballots will be 45 days prior to the annual meeting. (OAFCS Bylaws: Article IV, Section: 2)
23. Notify candidates with the outcome of the election.
24. Notify President-Elect, Newsletter Chair, Handbook Chair of outcome of elections and contact information of elected candidates.

PROGRAM OF WORK COMMITTEE
(Standing Committee)

Purpose:

The Program of Work Committee shall study the AAFCS Program of Work and shall propose action programs for districts, sections, and committees.

Membership:

Odd Years:

Chair: President-Elect
Members: Subject Matters Chairpersons (year one)
Vice President-Elect; Program Development

Even Years:

Chair: President-Elect
Members: Professional Section Chairpersons (year one)
Vice President-Elect; Program Development

(i.e., Subject Matter Chairs are appointed in “even” years (2000-01) by the President and are responsible for the 2001 Program of Work and 2002 Annual Meeting).

PUBLIC POLICY COMMITTEE
(Standing Committee)

Purpose:

The Public Policy Committee shall promote and share information affecting public policy and develop effective programs that promote public interest through family and consumer sciences.

Membership:

Co-Chairs: Appointed by President to a two-year term on Executive Board in alternate years.

Members: Asked to serve by Chair
District Public Policy Chairs

Responsibilities:

1. Develop policy statements and a set of legislative policies that covers legislation which the family and consumer sciences profession would support
2. Develop a procedures manual for district legislative committees
3. Identify resource persons to assist in assessing legislation
4. Identify bills introduced in the legislature of interest to OAFCS
5. Obtain copies of bills
6. Distribute bill copies to appropriate professional or subject matter chairs
7. Provide the OAFCS Newsletter Editor with an update of relevant legislation
8. Assist individual districts in developing a telephone tree
9. Attend committee hearings
10. Organize an annual Legislative Day
11. Network with allied groups, organizations, and agencies within the state in obtaining information about current legislative issues, identifying the problem(s), and suggesting action

12. One Co-chair attend AAFCS annual public policy seminar

13. Member of Public Relations Committee

PUBLIC RELATIONS COMMITTEE, CHAIR
(Standing Committee)

Purpose:

The Public Relations Committee shall through its actions promote Family and Consumer Sciences at the local, state, and national level.

Membership:

Chair: Appointed by President in even-years to a two-year term on Executive Board

Members: District Public Relation Chairs
Public Policy Co-Chairs
OAFCS President-elect
Awards Chair

Responsibilities:

1. Serve as member of the Executive Board
2. Plan and implement a state program or work; complete an annual report. Set goals for promoting Family and Consumer Sciences as a profession. These goals will be based on such things as marketing research, membership surveys or other sources as appropriate.
3. Promote membership in AAFCS. Create a promotional campaign for OAFCS for the two-year period of the Chairperson.
4. Communicate with national Public Relations Committee Chair
 - A. Report activities and programs to national chair
 - B. Suggest speakers for AAFCS meeting
5. Communicate with members and Annual Meeting Chair
 - A. Prepare articles for state newsletter
 - B. Prepare news releases for state officers, scholarship recipients and award winners
6. Promote family and consumer sciences as a career
 - A. Write newspaper articles featuring OAFCS members
 - B. Involve OAFCS members in television spots, school career days, and other activities to make family and consumer sciences visible
7. Become familiar with the OAFCS Bylaws and procedures so that you can be most effective in carrying out your responsibilities

8. Proposed budgets need to be approved by the Executive Board members, to carry out planned activities.

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SCHOLARSHIP COMMITTEE

(Standing Committee)

Purpose:

The Scholarship Committee shall conduct a scholarship information program, secure and distribute scholarship monies and select scholarship recipients.

Membership:

Chair: Appointed by President in even-numbered years to a two-year term on Executive Board

Members: Asked to serve by Chair

Responsibilities:

1. Application Brochure Revision

The committee updates and revises the application brochure and makes recommendations to the Executive Board concerning the awarding of scholarships.

2. Solicit Applicants

Application forms will be sent to Ohio and universities that offer a four-year degree in family and consumer sciences. Notify Web Master to update scholarship web pages and contact information annually. Check to make sure information is correct on the Web Page.

3. Select Scholarship Recipients

The committee meets, confers by telephone, postal mail or e-mail to review and make final selections of scholarship winners and alternates. Scholarships are awarded to student(s) who have academic ability and show professional promise. The scholarships will be awarded in equal increments and will be mailed directly to the university and colleges in which the recipients are enrolled.

4. Basic Guidelines - see scholarship application

Monies for scholarships come from the interest earned on the Endowment Fund.

AD HOC COMMITTEES

Purpose:

Ad Hoc Committees shall be designated by the Executive Committee to study and recommend action, projects, and/or activities as needed in such areas as annual meeting, etc.

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: Appointed by President
OR
Asked to serve by Chair

DIVERSITY COMMITTEE
(Ad Hoc Committee)

Purpose:

The Diversity Committee shall promote and share information affecting diversity and develop effective programs that promote public interest and concern through Family and Consumer Sciences. Diversity may include but is not limited to such things as race, color, culture, creed, gender, age, religion, disability, and national origin.

Membership:

Chair: Appointed by President in odd-numbered years to a two-year term on Executive Board

Members: Selected by the Chair

Responsibilities:

1. Plan and implement state Program of Work
2. Complete annual report
3. Attend the annual meeting
4. Address diversity issues through: (1) items published in the newsletter; (2) disseminating relevant information to members; (3) annual meeting program
5. Consult with Nominating Committee chair to develop ballot for officers
6. Review materials developed by OAFCS for diversity issues

EARLY CHILDHOOD INITIATIVE COMMITTEE
(Ad Hoc Committee)

Purpose:

The Early Childhood Initiative Committee shall promote and share information on the Early Childhood Public Engagement Campaign, an unprecedented public awareness and engagement initiative to address the importance of the first three years of life.

Membership:

Chair: Appointed by President in odd-numbered years to a two-year term on Executive Board

Members: Asked to serve by Chair

Responsibilities:

1. Communicate with AAFCS.
2. Increase family and community involvement in young children's development.
3. Increase student involvement in projects that will enhance family and community participation in young children's development, focusing on students in child development and other related subjects at both high school and college levels.
4. Identify and bring together other participants in the public engagement campaign within our communities in Ohio to provide coordination of activities.

HANDBOOK

Purpose:

The Handbook chair shall be designated by the President to physically update the handbook computer file and Burn CDs.

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: Appointed by President

Responsibilities:

1. Work with Counselor or Bylaws committee.
2. Work with outgoing board members to update sections of handbook as needed.
3. Distribute Handbook CDs to incoming board members.

HISTORICAL COMMITTEE
(Ad Hoc Committee)

Purpose:

The Historical Committee shall gather and compile information on the history of the association and preserve records of the association.

Membership:

Chair: Appointed by President in odd-numbered years to a two-year term on Executive Board

Members: Volunteers or members asked to serve by Chair

Responsibilities:

1. Be responsible for contributing appropriate historical materials to Ohio Historical Society.
2. Compile association history for Centennial (2009).
3. Preserve records of association.
4. Respond to members' requests for historical information for current activities.
5. From time to time, contribute newsletter articles to OAFCS *Lamplight*, AAFCS, and IFHE printed materials.
6. Continue to give the historical perspective at OAFCS Board meetings, at AAFCS and IFHE meetings and relate this perspective to the profession and society happenings.

LISTSERV

Purpose:

The listserv chair shall maintain the Ohio State University developed OAFCS Executive Board listserv. Must be an employee of Ohio State University Extension

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: Appointed by President

Responsibilities:

1. Maintain the board listserv.
2. Add incoming board members after the May board meeting and delete outgoing members after the August Board meeting.
3. Send notices through the listserv as requested.

MIDDLE LEVEL FAMILY AND CONSUMER SCIENCES TEACHERS
(Ad Hoc Committee)

Membership

Active or emeritus membership in AAFCS/OAFCS; membership in ESAE section
Appointed by President in odd-numbered years to a two-year term in even-numbered years

Responsibilities:

1. Serve as member of the Executive Board
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 local groups as they plan meetings
3. Promote membership in AAFCS to professionals and students
4. Communicate with members
 - A. Submit articles as appropriate to State Newsletter Editor
 - B. Disseminate relevant information to members
5. Communicate with Public Relations Committee and Membership Committee to promote Family and Consumer Sciences in the educational setting
6. Attend OAFCS Annual Meeting
7. Become familiar with the AAFCS Bylaws and procedures so that you can be most effective in carrying out your responsibilities
8. Compile list of middle school members

OHIO ACTION FOR HEALTHY KIDS

Purpose:

Shall be designated by the Executive Committee to study and recommend action, projects, and/or activities as needed in such areas as annual meeting, etc.

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: Appointed by President

Responsibilities: Attend Ohio AFHK Steering Committee meetings to represent OAFCS.

SPCHEO
STATE PLANNING FOR HEALTH EDUCATION IN OHIO

Purpose:

Shall be designated by the Executive Committee to study and recommend action, projects, and/or activities as needed in such areas as annual meeting, etc.

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: Appointed by President

Responsibilities: Attend SPCHEO membership meetings to represent OAFCS.

WEB MASTER

Purpose:

Shall be designated by the Executive Committee to maintain and update the OAFCS web site

Membership:

Chair: Appointed by President in odd-numbered years (2003-2005)

Members: President
Awards Chair
Scholarship Chair
Family Relations and Human Development Chair
Newsletter Editor
Other members as needed

Responsibilities:

1. Work with the President and committee chairs to update the web site.

AAFCS DEVELOPMENT
(Liaison Appointment with AAFCS)

Membership:

Active or emeritus membership in AAFCS/OAFCS
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 or work; complete an annual report
3. Promote membership in AAFCS
4. Communicate with national AAFCS Vice President, Development and committees
 - A. Report activities, programs, and fund raising activities to national officers and committees
5. Identifies and publicizes names of individuals within the state who have received fellowships and project grants from AAFCS Development
6. Initiates and implements fund raising activities
 - A. Solicit funds from OAFCS and members
7. Attend AAFCS Annual Meeting
 - A. Attend or send an alternate to AAFCS Development meetings

STATE CERTIFICATION COORDINATOR
POSITION DESCRIPTION
(Liaison Appointment with AAFCS)

The State Certification coordinator, who is Certified in Family and Consumer Sciences, appointed by the State President has the following duties and responsibilities:

1. Promotes the Certification Program to persons who are Certified in Family and Consumer Sciences, persons who are non-certified in family and consumer sciences, employers and college students
2. Identifies individuals in their state who are Certified in Family and Consumer Sciences (CFCSs) from the monthly membership rosters provided by AAFCS
3. Serves as a communication link between the AAFCS office of Certification and CFCSs:
 - A. Advises members of any policy changes
 - B. Directs CFCSs with problems to the appropriate contact person
 - C. Gathers input from CFCSs as requested by the Council for Certification
 - D. Assists in implementation of Council for Certification Marketing Plan
4. Maintains a list of yearly State Association meetings, including topics, date and Professional Development Unit (PDU) contact hours, and insures application for PDU approval has been completed
5. Serves as a consultant to explain PDU eligibility requirements to planners of professional meetings who wish to apply for PDU credit

Prepared by Glenda McAdam, CFCS. Adopted from Portland Home Economists in Business Handbook, Portland, Oregon.