

**Wisconsin Association  
of  
Family and Consumer Sciences**

Policies and Procedures Manual

Draft Copy – 2010

# Table of Contents

<b>Mission</b> .....	<b>2</b>
<b>Board of Directors</b> .....	<b>2</b>
<b>Elections</b> .....	<b>2</b>
<b>Council</b> .....	<b>2-3</b>
<b>Officers</b> .....	<b>3-6</b>
<b>Executive Director Job Description</b> .....	<b>7-8</b>
<b>Membership, Dues, Fees, Privileges</b> .....	<b>9</b>
<b>Meetings</b> .....	<b>9</b>
<b>Annual Meeting</b> .....	<b>9</b>
<b>Election of Delegates to AAFCS Senate</b> .....	<b>9-10</b>
<b>Committees</b> .....	<b>10</b>
<b>Fund Raising</b> .....	<b>10-11</b>
<b>Newsletter</b> .....	<b>11</b>
<b>WAFCS State Conference</b> .....	<b>11-12</b>
<b>Legislative Lobbying</b> .....	<b>12</b>
<b>Revision of the Policies and Procedures</b> .....	<b>12</b>

## **Mission**

The mission of the Wisconsin Association of Family and Consumer Sciences is to provide leadership and support for professionals whose work assists individuals, families and communities in making informed decisions about their well-being, relationships and resources to achieve optimal quality of life.

## **Board of Directors**

The Association, in order to affect its purpose, shall have a Board of Directors. The WAFCS Board of Directors shall set association policy, and provide leadership for and manage the affairs and funds of the Association.

The composition of the Board of Directors shall consist of the President, President-Elect, Secretary, Immediate **Past-President**, Treasurer, Vice-President Membership, Vice-President Awards and Recognition, Vice-President Internal Relations, Vice-President External Relations, Vice-President Public Policy and Vice-President Professional Development.

The Board of Directors may choose to meet in Executive Session without the WAFCS Executive Director in attendance.

### **Function of the Board of Directors**

- Serve as the legal representative of the Association;
- Establish and monitor operating policies and procedures for the conduct of the Association;
- Manage fiscal affairs including budget development and approval of fiscal reports at meetings;
- Establish and/or approve standing and ad hoc committees;
- Appoint Executive Director and review performances no less than annually;
- Recommend, facilitate, and implement program priorities for a given year;
- Fill unexpired term of the President-Elect in case of vacancy, and
- Meet a minimum of four times annually in person, by conference call or by other technologically assisted means.
- In case of emergency or inclement weather cancel meetings of the organization.

## **Elections**

One name shall be provided for each position when a ballot is developed. Space will be provided for write-in candidates. The ballot shall be mailed one month in advance of annual meeting and completed ballots must be returned to the Executive Director no later than five days prior to the annual conference. Elections shall be determined by majority of votes cast.

## **Council**

The composition of the Council shall consist of the Board of Directors and Directors at Large – Conference Coordinator, Foundation, Retirees, Student Development Chair, New Professionals, Communications and the WAFCS Executive Director, an ex-officio member without a vote.

### Functions of the Council:

- Meet preceding the WAFCS annual meeting.
- Initiate new program directions for WAFCS.
- Adopt program of work to implement objectives and priorities established by assembly of members.
- Provide input into matters affecting WAFCS.
- Approve suggestion of financial institution to be used for WAFCS business and investments of WAFCS.
- Review and approve annual budget presented by WAFCS Treasurer.
- Authorize establishment of committees in addition to standing committees as needed.
- Receive committee reports.
- Provide for cooperation and collaboration with other groups through Vice-President External Relations.
- Designate delegates to AAFCS Senate.

### Officers

All elected officers except the Treasurer shall assume the duties of their office on July 1 except the Treasurer. The Treasurer will assume the duties of this office at the beginning of the fiscal year which begins August 1.

### Filling Vacancies

The Board of Directors shall fill vacancies in the office as they may occur between the WAFCS annual meeting, such appointments to be held only until the next election.

### President

The President shall serve one year as President-Elect, the following year as President of the Association, assuming office as **President on July 1st**, and a third year as Immediate Past-President. The President serves for a term of one year or until the selection of a successor and has the following duties:

- Serve as presiding officer (chair) of the WAFCS Board of Directors and Council
- Serve as voting member of the AAFCS Senate
- Represent WAFCS at the Affiliates Presidents' meeting
- Serve as chair of the Executive Director's performance review committee
- Submit report to the council secretary prior to each meeting
- Provide supervision and leadership for WAFCS policies and programs
- Submit annual program of work to AAFCS in fall and provide report at October WAFCS Council Meeting.
- Submit summary of program of work for publication in WAFCS newsletter
- Submit accomplishments related to annual program of work to AAFCS in spring as requested
- Approve all bills prior to payment by Treasurer
- Write President's Letter for each newsletter issue
- Authority to appoint committees, chairs of committees and member to fill unexpired term in case of vacancies for elected offices subject to the approval of the Board of Directors

### **President-Elect**

The President-Elect shall be elected annually and serves one year as President-Elect, the following year as President of the Association or until the selection of a successor, and a third year as Immediate Past-President. The President-Elect has the following duties:

- Serve in the absence of the President
- Submit report to the council secretary prior to each meeting
- Serve as voting member of the AAFCS Senate
- Fill unexpired term of president if vacancy occurs
- Perform any other duties assigned to the office by the President and/or Board of Directors

### **Immediate Past-President**

The Immediate Past-President shall serve one year as President-Elect, the following year as President, and a third year as Immediate Past-President. The Immediate Past-President has the following duties:

- Serve as advisory capacity to the President and President-Elect
- Act as parliamentarian of the Council
- Serve as Chair of the **Personal** Committee **Personnel?**
- Provide leadership for recruiting members to serve in leadership positions in cooperation with the Vice President-Internal Relations.

### **Secretary**

- Record full and accurate minutes for Board of Directors and annual meetings
- Distribute minutes of all meetings to Board of Directors within one month of meeting
- Provide minutes for placement on the WAFCS website.
- Conduct correspondence for the organization

### **Treasurer**

- Serve as chair of the finance/audit committee
- Responsible for all receipts and disbursements regarding WAFCS business
- Submit financial report at each Board of Directors meeting and Association meeting
- Prepare and present proposed annual budget for upcoming fiscal year
- Record all fiscal activity
- Maintain mailing address and signature card for all bank and investment accounts
- Appropriate paperwork and payment for bonding of Treasurer

### **Vice President-Membership**

- Provide guidance for membership promotion, recruitment and retention
- Submit report to the Secretary prior to each Board of Directors and annual meeting
- Regularly check AAFCS membership data base

### **Vice-President Awards and Recognition**

- Recruit members to submit award applications
- Develop communications to promote award opportunities for members
- Recruit members to lead each of the following award committees: Leader, Friend of WAFCS, New Achiever, Teacher of the Year, Distinguished Service Award

- Transfer information from Awards and Recognition to Director at Large- Communications regarding award winners for development of publicity.
- Submit information to the web master regarding award winners
- Order flowers at AAFCS annual conference for members receiving awards and recognition
- Prepare articles for newsletter regarding award opportunities and members receiving awards
- Ensure appropriate certificates and related items are ready for presentation at the awards ceremony as part of the WAFCS annual conference
- Communicate with Director At Large – Conference Coordinator regarding when awards will be presented at WAFCS annual conference

#### **Vice-President Internal Relations**

- Chair nominating committee
- Prepare and submit proposed slate of officers **execute?**
- Work with WAFCS Executive Director to **executive election** following WAFCS Bylaws with ballot being distributed at least one month prior to annual meeting conference

#### **Vice-President External Relations**

- Serve as Liaison to FCCLA, WFCE, and other professional organizations (ie: WEAFCFS, National Council on Family Relations)
- Promote WAFCS Conference with other professional organizations
- Maintain electronic database of liaison organizations

#### **Vice-President Public Policy**

- Communicate with WAFCS members regarding public policy issues impacting the profession
- Communicate with elected officials regarding public policy issues impacting the profession
- Communicate with similarly focused organizations on public policy issues
- **Be continuing** searching for public policy issues that may impact WAFCS
- Organize a public policy session at WAFCS annual conference
- Call for and respond to position papers

#### **Vice-President Professional Development**

- Communicate opportunities regarding the start of communities of practice
- Work with members to start and maintain communities of practice
- Maintain communication with AAFCS regarding changes in communities of practice
- Work with communities of practice to offer session at WAFCS annual conference
- Serve as link to Art & Design, Research and IFHE committees.
- Work with web master to share information with members on the website regarding professional development opportunities.
- Serve as liaison to conference coordinator

**Director At Large – Conference Coordinator**

- Determine date and location for annual conference
- Work with Executive Director regarding site contract
- Recruit committee to assist with conference planning
- Work with WAFCS Treasurer to prepare financial statement regarding conference
- Communicate conference information with members through newsletter and website
- Plan, coordinate and implement conference tours, sessions and related activities

**Director At Large – Foundation**

- Recruit members to serve on Foundation committee
- Promote activities of the Foundation
- Develop and share budget for funds to be dispersed annually by the Foundation
- Review, select and implement fundraising opportunities
- Award scholarship at WAFCS annual conference
- Award funds for other projects/ grants as determined by the Foundation

**Director At Large – Retirees**

- Work with Vice-President Membership to identify retirees
- Maintain contact with retirees
- Invite members who are newly retired to participate in this group
- Sponsor event for retirees at WAFCS annual conference

**Director At Large – Student Development Chair**

- Serve as advisor to Student Unit officers
- Work closely with WAFCS Student Unit Chair to plan, promote and implement student meetings
- Work closely with WAFCS Student Unit Chairs from UW-Madison, UW- Stevens Point and UW-Stout
- Communicate with Director at Large - Conference regarding Student Unit service project and professional development sessions at WAFCS annual conference
- Work with web master to provide information on WAFCS website regarding student unit activities
- Oversee HUGS program

**Director At Large – New Professionals**

- Work with Vice President – Membership to identify and maintain list of new professionals
- Work with Director At Large-Conference Coordinator regarding possible sessions at WAFCS annual conference for new professionals
- Create and implement mentoring opportunities for new professionals
- Serve as liaison between AAFCS and WAFCS, Wisconsin Department of Public Instruction and teachers throughout the state regarding Pre-Pac and Certified Family and Consumer Science (CFCS)

**Director At Large - Communications**

- Maintain website
- Serve as liaison for planning of regional WAFCS meetings

- Look for strategies to promote WAFCS locally, state-wide and nationally
- Explore opportunities to communicate with WAFCS members using various forms of technology
- Communicate selection of WAFCS award winners with media and key community leaders
- Coordinate with Executive Director regarding articles for WAFCS newsletter.

## **Executive Director Job Description**

### **Title of Position**

Executive Director for the Wisconsin Association of Family and Consumer Sciences.

### **Administrative Responsibilities**

- Maintain a permanent address for the Wisconsin Association of Family and Consumer Sciences.
- Maintain a record of the Association's current policies and procedures.
- Assist the State President with Association business.
- Communicate the policies of the Association to the membership and public.
- Communicate concerns from membership to the President and/or Executive Board.
- Responsible for soliciting content for the WAFCS Newsletter; developing and editing content, and arranging for printing and distribution to membership.

### **Major Functions of the Position**

- Maintain and publish current directory of active, associate, retired/life, and student unit members.
- Assist WAFCS Past President in maintaining current WAFCS by-laws, policies and procedures handbook and post a copy on the WAFCS website. Work with Past President to update the WAFCS Bylaws to be consistent with AAFCS Bylaw changes.
- Responsible for specified mailings of the Association.
- File annual tax forms and other legal documents, in collaboration with the WAFCS President and Treasurer.
- Retain non-current legal and financial records, such as tax forms.
- Attend all WAFCS Executive Board, Committee, and General Business Meetings in an ex-officio capacity.
- Arrange for WAFCS Executive Board Meetings after date and location are approved by the Executive Board. Work with the President to prepare and mail agendas (date, times, place, participants) for the Board Meeting (July, October, and January). If board members prefer, e-mail may be the means of communicating board meeting information.
- Arrange for printing, and mailing of the publication newsletter. Also, post on website.
- Submit a yearly contract to the Executive Board to have signed by the President and the Treasurer.
- Submit monthly voucher to the Treasurer.
- Identify goals and potential outcomes, personal and professional for your role as executive director.
- Maintain a supply of WAFCS stationary.
- Gather important association papers to be placed in archives on annual basis.

- Submit written or electronic report to the council at each council meeting.

### **Evaluation**

- Yearly evaluation by the Executive Board based on evaluation rubric (job description) and achievement of goals/outcomes

### **Compensation**

- Position is on a contract year from July 1 to June 31.
- Per hour wage will be paid based on an average of 20 hours per month. Monthly payment will be paid by the Treasurer. Payment amount and schedule of payment determined by Board of Directors.

### **Qualifications**

- WAFCS and AAFCS membership.
- Continuous interest in WAFCS and AAFCS.
- Management skills and organizational ability.
- Adaptability to carry out a variety of responsibilities.
- Ability to relate to the membership and public in a pleasing and professional manner.
- Independent reliability in creating records, maintaining records, and communicating information.
- Available office space in own home.
- Personal transportation, valid Wisconsin driver's license, and telephone.
- Computer knowledge of an Office Suite and email required, with previous experience helpful.
- Commitment to the position for a minimum of two years.

## **Membership, Dues, Fees, Privileges**

Members of WAFCS must be members of AAFCS. Individual members shall be: (a) active, (b) Ellen Richards Sustaining, (c) emeritus, and (d) student (collegiate/post secondary). Eligibility for membership categories shall be determined by AAFCS. Annual dues for all categories of individual memberships shall be subject to approval by the AAFCS Senate.

Privileges of individual members shall include:

- Receipt of the WAFCS newsletter and annual membership directory.
- Full voting privileges.
- The opportunity to serve as an elected officer of the Council and/or Director-at-large, and as a member of other committees. Undergraduate/Graduate student members are not eligible for an elected office.

The functions of the membership shall be to:

- Be the policy-making body of the WAFCS.
- Convene during annual meeting.
- Receive report of elections.
- Receive report of budget and fiscal operation and management.
- Receive report of officers.
- Adopt resolutions.
- Act upon proposed revisions of the WAFCS Bylaws.
- Transact other business as may properly come before the assembly.

## **Meetings**

Meetings of the Board of Directors and Council may be held in-person, by means of telephone conference call or other technology-assisted device. Meetings will be held four times per year (January, March, July, and October).

Any member of the Board of Directors or Council who is unable to fulfill the duties of the office to which he/she has been elected or appointed over a period of six months and/or is unable to participate in three consecutive meetings will be viewed as vacating his/her office unless a resignation has been received or Board of Directors has approved an exception to this policy.

## **Annual Meeting**

There shall be an annual meeting of the WAFCS Council and assembly of members at such time and place as the Council shall determine with the annual meeting typically held during the WAFCS annual conference. No annual meeting shall be held at the time that will shorten or lengthen the term of any elected officer by more than six months. In event of an emergency, the annual meeting can be canceled by the Board of Directors.

## **Election of Delegates to AAFCS Senate**

The basis for selection of senators is determined by WAFCS with the following stipulations from AAFCS. A minimum of two senators from each affiliate will serve on the Senate. WAFCS delegates

to AAFCS annual Senate shall be the president and president-elect or designee. All delegates and alternates must be members of the WAFCS. Delegates may receive a stipend from the WAFCS as determined by the council. Delegates and alternates shall be announced in April WAFCS newsletter. Report from AAFCS annual conference will be provided to WAFCS membership as directed by the Council.

### **Committees**

Annually the president shall appoint members to committees. The Association shall have standing committees as listed and additional committees as deemed appropriate by the WAFCS Council. Standing committees and additional committees authorized by the council will be coordinated by the vice-president under whose jurisdiction the committee falls.

The chair of a standing committee shall be appointed by the vice-president under whose jurisdiction that committee falls, unless otherwise stipulated in the bylaws. The chair, unless otherwise stipulated, will select committee members and submit their name to the vice-president for approval. The vice-president shall submit the list of committee members to the president at the annual meeting. Chair for additional committees authorized by the council but not under jurisdiction of a vice-president shall be appointed by the president.

Chair of standing committees will submit written reports to the vice-president under whose jurisdiction that committee falls. Chairs of additional committees shall submit written reports to the president. The vice-presidents and president will make committee reports available to the council.

### **Standing Committees**

- **Bylaws:** Conduct ongoing evaluation of Bylaws, make proposed amendments to the Bylaws that are in keeping with AAFCS Bylaws, review proposed amendments and with the approval of the council, prepare updates to be distributed to members via the WAFCS website.
- **Finance/Audit:** Prepare and submit a proposed annual budget to the council, submit a financial report to the council, study investments of the Association annually, and make recommendations to the Council. The WAFCS Treasurer shall serve as chair.
- **Nominating:** Provide oversight to the election process. Follow Bylaws in determining positions needing to be filled and recruit members to run for these positions. Present slate of nominees for WAFCS offices.
- **Awards:** Promote awards to members for outstanding contributions to the profession. Review and recommend policies and procedures to the Board of Directors. Assist WAFCS members in submitting their applications to AAFCS.

### **Fund Raising**

Should the need for fund raising occur, the following are policies relating to this activity:

- The goal of any fund raising activity where the funds are to be retained by WAFCS must be in support of the purpose of the organization,
- A fund raising activity may be conducted for the support of another 501 © (3) organization, e.g. AAFCS, AAFCS Development,

- Fund raising activities are for designated funds, and
- Proposals for fund raising must be approved by the Board of Directors.

### **Newsletter**

WAFCS newsletter is the official publication of the organization and shall be published at least three times per year. Purpose of the newsletter is to communicate information about the Association, annual conference, resources, public policy issues and professional development opportunities along with news about members.

### **WAFCS State Conference**

Site and date for the annual state conference shall be recommended by the Vice President Professional Development in consultation with the WAFCS Executive Director and Conference Coordinator not less than one year in advance of each conference. Included in the contract shall be meeting and exhibit space, meals and equipment costs. A deadline shall be established for presentation and payment of bills. When approved, a written contract shall be reviewed by Vice President Professional Development, Executive Director and Conference Coordinator. The contract will be co-signed by the Vice President Professional Development and a person representing the facility.

Plans including program objectives, general format, budget, and fees shall be submitted by the committee to the WAFCS Board of Directors for review, discussion, and approval.

A letter of agreement including responsibilities of both parties shall be sent in duplicate to each speaker on the program (conference or workshop) for signature and returned as an acceptance of the agreement.

Registration fees (including meals) shall not be refunded except as stated in registration materials.

All persons, including committee members and students attending a WAFCS conference shall pay registration fees. Fee reductions may be given for full-time students and new professionals as determined by the Board of Directors.

### **Exhibits:**

- All exhibits at the state conference shall enhance the educational intent of WAFCS.
- Conference Coordinator may seek a WAFCS member(s) to solicit exhibits for state conference.
- Exhibitors will be asked to pay a pre-determined fee to exhibit.
- Any educational information displayed or distributed should not be disparaging of any population, group or other enterprise or product.
- Letters and forms to potential exhibitors will contain the same language, and include specifics about meals provided and benefits they can expect.
- Exhibitors may donate items for the silent auction.
- Recognition and description of exhibitors would be printed and included in the conference packet.

Conference funds become part of the WAFCS treasury. By the same token, should there be a deficit, WAFCS assumes responsibility for payment of expenses incurred. Preliminary expenditure report will be forwarded to the Vice President Professional Development prior to the July meeting. Conference financial records will be reviewed by the WAFCS audit committee.

The WAFCS state conference is to reflect the WAFCS plan of work and the many interests of WAFCS members.

### **Legislative Lobbying**

The Association can only become involved in a legislative issue on behalf of its membership under the following condition. The Board of Directors must have a clear policy statement (which will come in the form of a resolution) which defines the Association's position on a particular issue. The Board of Directors will vote on whether or not to support policy statement.

A WAFCS member may not lobby or testify as a representative for the Association except as is stated in the above policy. Members may lobby or testify as an individual or as a family and consumer sciences professional. A member may not use WAFCS letterhead stationary to support or criticize legislation, a political candidate or any other function of the legislative process.

### **Revision of the Policies and Procedures**

Changes in the Policies and Procedures may be made by a majority of voting members of the membership.