# MEAFCS Handbook

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*Revised 2001- EC Region, Revised 2005 - N Region, Revised 2007 - UP Region, Revised 2012 & 2013 - UP North Region*
The Michigan Extension Association of Family and Consumer Sciences Handbook

Objective:

The objective of this handbook is to familiarize officers, Regional Directors, members and committee members of MEAFCS with their duties and responsibilities. While specific responsibilities will change from time to time, this handbook provides a basic guide to the functioning of MEAFCS. Care has been exercised to eliminate any discrepancies between the handbook and MEAFCS bylaws. Should discrepancies exist, the bylaws shall be considered the final authority.

Organization of the MEAFCS Board

The board shall consist of the elected officers and Regional Directors as follows:

Officers:
- President
- President-Elect
- Secretary
- Treasurer

These officers are elected at the MEAFCS Fall Annual Meeting and assume the duties of their offices immediately following the election.

Executive Committee:

Officers plus the Immediate Past President constitute the Executive Committee.

Regional Directors:

Members of each region elect Regional Directors for two-year terms. Half are elected each year. They assume their duties immediately following the Fall Annual Meeting. Central (C) and Southwest (SW) regions elect Directors and Alternate Directors in the fall of odd years. UP North (UP N) and Southeast (SE) elect theirs in the fall of even years.
Other Board Members:

1. The Immediate Past-President of MEAFCS.
2. Any NEAFCS Officer, Director, Director-Elect, or committee member during his/her tenure as an ex-officio member.
3. Representatives to other organizations by special arrangements, for example, MAFCS Extension Section Chairperson, as ex-officio member.

Orientation of the MEAFCS Board

All MEAFCS Board Members are expected to attend and participate in orientation inclusive of Executive Committee, Regional Directors, and the category of other Board Members. It is the responsibility of the President and the Immediate Past-President to plan and convene the Board Orientation.

NEAFCS Action Plan Committees

1. NEAFCS/MEAFCS Action Plan Committees
   a. Public Affairs
   b. Member Resources/Public Relations
   c. Awards and Recognition
   d. Professional Development

2. State Committees/Appointments
   a. Bylaws
   b. Budget and Audit
   c. Nominating
   d. Historical Records
   e. MAFCS Representative
   f. Publicity
   g. Others as needed

Regional Directors are Chairpersons of the Regional Committees, as listed in the Committee Rotation. Chairpersons of the Budget and Nominating Committees are officers as indicated in the list of their duties. Appointments of remaining Committee Chairpersons are the responsibility of the President with approval of the Executive Committee. When possible, MCEA Committee appointments should be made from the corresponding MEAFCS Regional Committee.

3. Regional Committee Assignments
NEAFCS has four action plan categories. In Michigan these topics are assigned to individual Regional Committees that then represent the whole state in the coordination and implementation of goals. The committees also report to National relating to that work assignment. The Regional Director is ultimately responsible for the regional assignment. In addition, the state committee Historical Records is included in our committee rotation.

**Regional Committee Rotation**

All committee rotation takes place following the Fall Annual Meeting.

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**Special MEAFCS Assignments**

The Executive Committee appoints representatives to the following special assignments for staggered two-year terms. One member is appointed each year. Selection should be congruent with action plan assignment where possible.

1. MCEA Awards and Recognition Committee (Epsilon Sigma Phi)
2. MCEA Professional Development Allocation Committee
3. MCEA Professional Development Fund Committee

The Executive Committee appoints representatives to other special committees or assignments as necessary.

**2013-2014 Goals**

Increase Membership to 50 by September, 2014
Increase Communication with Institute Directors
Increase and Promote Professional Development Opportunities: Internal and External
Create public value of MEAFCS membership

*(Separate document outlines details of MEAFCS Goals 2013 – 2014)*
Duties of Officers

President:

1. Sends message communicating the names of newly elected officers to all members immediately after election.
2. Provides orientation for new Board members by the January Board Meeting.
3. Presides at meetings of the MEAFCS Membership, Board and Executive Committee, and reviews minutes.
4. Schedules MEAFCS Membership, Board and Executive Committee meetings for the year.
5. Informs MSUE Institute Director of dates of all meetings.
6. Keeps membership informed via email of Board agendas prior to meetings.
7. Appoints state committee members with the approval of the MEAFCS Executive Committee.
8. Works with the entire MEAFCS Board to keep them informed of policy, program and professionalism, as well as with the entire membership with respect to Board action.
9. Attends, participates and represents MEAFCS at meetings of the NEAFCS and is the first voting delegate at the NEAFCS Annual Meeting. The order of remaining voting delegates is President-Elect, Immediate Past-President, Treasurer, Secretary and Regional Directors.
10. Acts as a liaison between NEAFCS and State Administration and serves as ex-officio member of the MSUE career path step process.
11. Shares NEAFCS Committee or officer appointment recommendations with Institute Director.
12. Acts as a liaison between NEAFCS and state membership and serves as the official MEAFCS Representative.
13. Is a voting member of MCEA.
14. Attends the NEAFCS Presidents’ Workshops (which includes JCEP).
15. Attends the PILD conference using MSU Administration funds.
16. Designs welcome letter informing new Extension Educators working in the Family Consumer Science areas about MEAFCS and invites them to become members of MEAFCS. A copy is sent to the Regional Director, Treasurer and regions responsible for Member Resources. The President maintains a copy for their records. Also writes letters to members recognizing their retirement and encourages becoming a life member.
17. Appoints Immediate Past-President to act as chairperson of the MEAFCS Nominating Committee (by summer board retreat), and appoints MEAFCS Audit Committee members (by fall membership meeting).
18. Authorizes expenditures per approved budget or as needed.
19. Carries out business of association as needed for the well being of the membership.
20. Prepares a one-page summary of the year’s accomplishments for the NEAFCS Affiliate Report (i.e. Impact Report).
21. Receives matters of concern from MEAFCS members and follows through in a prudent, confidential and timely manner to research, attempt to resolve (or clarify), and report back to initiating member(s).
22. Sends copies of correspondence to appropriate individuals.
23. Recognizes outgoing officers & inducts new at Fall Annual Meeting.
24. Reviews records management policy. Cleans the year’s files and places necessary papers in history file.
25. Turns over position materials in an organized, updated fashion to successor prior to transition meeting. Provides orientation as needed.
26. Perform the National responsibilities of the State President.

President-Elect

1. Acts in all capacities in the absence of the President.
2. Cooperates with other officers in making appointments.
3. Attends all MEAFCS Membership, Board and Executive Committee meetings.
4. Is a voting member of MCEA.
5. Acts as a liaison between MEAFCS and the State Administration.
6. Attends the Joint Council of Extension Professionals (JCEP) conference and is a voting delegate at the NEAFCS Annual Meeting.
7. Serves as meeting arrangements chairperson on the Board. Assists President in maintaining positive, healthy environment.
8. Organizes the Michigan Night Out at National meeting and recognizes the National Committee Chairs and awards winners from the state.
9. Appropriately recognizes outgoing President.
10. May serve a two-year term on the John Hannah Award committee on alternate years and on other award committees.
11. Cleans files, turns over position material in an organized, updated fashion to successor.
12. Provides orientation to successor as needed.

Secretary

1. Keeps accurate minutes of the MEAFCS Board, Executive Committee and Membership meetings.
2. Has minutes reviewed by two board members and the President.
3. Insures that minutes are posted on the website & notifies membership.
4. Handles correspondence as directed by the President.
5. Maintains a current record of MEAFCS minutes, committee, and officer of reports, and correspondence.
7. Is an alternate voting member of MCEA.
8. The newly elected Secretary assumes duties immediately following the Fall Annual Meeting; however, the outgoing Secretary is responsible for Fall Annual Meeting minutes and for correspondence as directed by the President at Fall Annual Meeting.
9. Maintains attendance rolls.
10. Reviews records management policy and clean files.
11. Turns over position materials in an organized, updated fashion to successor prior to transition meeting.
12. Provides orientation to successor as needed.

**Treasurer**

1. Attends meetings of MEAFCS Executive Committee, Board and Membership.
2. Is an alternate voting member of MCEA.
3. Maintains records as follows:
   a. Receipts all money received by MEAFCS.
   b. Writes checks for all authorized expenditures per voucher.
   c. Keeps a current master MEAFCS membership list. Sends copies to National Treasurer and all board members.
   d. Keeps a historical list of members of MEAFCS. Records are archived that are more than seven years old.
   e. Maintains accurate accounting practices by procedures outlined in Treasurer’s books.
   f. Provides Board members with voucher forms and instructions for payment procedure at January Board meeting.
4. Prepares reports as designated in Treasurer’s books as follows:
   a. Presents a written financial statement at all Executive Committee, Board and Membership meetings.
   b. Serves as Chairperson of the Budget Committee and presents the budget in writing at the Spring Annual Meeting.
   c. Assists audit committee in conducting audit annually.
5. Handles dues as follows:
   a. Receives dues from members.
   b. Sends dues payable notices to all eligible persons.
   c. Follows dues and membership procedures as requested by NEAFCS and MCEA.
6. Handles expenditures as follows:
   a. Expenditures of funds will not be made without written documentation and explanation per voucher form.
b. Clears all bills, other than budgeted expenses, through Executive Committee.

7. Provide computer registry of membership list and budget for incoming Treasurer.

8. Handles all financial transactions relating to the MEAFCS (i.e. events, activities, dinners, etc.) unless the Board deems exception necessary.

9. Reviews records management policy, cleans files.

10. Turns over position materials in an organized updated fashion to successor immediately following Fall Annual Meeting.

11. Provides orientation to successor as needed.

**Immediate Past President**

1. Serves as a voting member of the MEAFCS Executive Committee and Board.


3. Serves as a consultant.

4. Serves as Chairperson of the Nominating Committee.

5. Responsible for issuing the ballot in the state elections.

6. Prior to the Board Retreat, reviews with President and President-Elect recommendations for more effective association.

7. Reviews records management policy, cleans files and sends inactive records to the President.

8. Voting member of MCEA.

9. Coordinates the updating of the MEAFCS website.

10. Serves as representative to MCEA Nominating Committee. Nominations to be discussed with President.

**Duties of Other Board Members**

**Regional Directors:**

1. MEAFCS members elect Regional and Alternate Directors prior to the Fall Annual Meeting.

2. Serves as a liaison between members in region and Association Board, informing them of important business and action taken at the Board Meeting. Works with the treasurer on membership issues. Share with President any personal illness or major change with members in the region.

3. Make arrangements and preside at Regional MEAFCS Meetings.

4. The Director in the Region responsible for Awards serves as State Awards Committee Chairperson, and the Director in the Region
responsible for Professional Development serves as the board liaison on the Doris Wetters Travel Fellowship Awards Committee.

5. Represent members of their regions at meetings of the Association Board.
   a. Submit written progress reports at Board and Membership meetings, including staff updates.
   b. Maintain contact with office managers of all districts represented in the region to stay informed of new FCS staff, and report new staff to President, who will invite new staff to MEAFCS.
   c. Submit committee report at every board and membership meeting.
   d. Act as benevolence chairperson for region. Each region shall define benevolence in terms relevant to regional members.
   e. Send President copies of all Association-related letters.
   f. Update and clean files per records management policy. Pass on Program Handbook to new chairperson.

Alternate Directors:

1. Regional MEAFCS members elect alternate Directors prior to the Fall Annual Meeting.
2. Act in absence of Regional Directors.
3. Serve as Secretary for Regional MEAFCS meetings.

Committees

Awards and Recognition Committee:

1. Serves as State Awards Committee Chairperson.
   Specific duties:
   a. Is responsible for sending out notices to all members on all State and National Association awards. Nominations then will be reviewed and award winners selected.
   b. Is responsible for all follow-up tasks associated with NEAFCS and MEAFCS awards program, i.e. summaries, reports to National and State administrators.
   c. Is responsible for planning the Awards and Recognition Banquet.
   d. Provides President with list of award recipients to be kept on file.
2. Responsible for updating awards information on the website.
3. Review and compare state and national awards to adjust alignment (i.e. number of words required).
Awards:

See awards Process Timeline located on page 18

MEAFCS
Friend of Family and Consumer Sciences
Applied Research (Joan Rajkovich McGarry Award)
Impact on Youth and Family
Innovative New Programming
Management

NEAFCS
Greenwood Frysinger
Distinguished Service
Continued Excellence
Extension Educator of the Year
Florence Hall
New Professional
Dean Don Felker Financial Management
Mary W. Wells Memorial Diversity
Program Excellence Through Research
Environmental Education
Early Childhood Child Care Training
Food Safety
Communications
   Newsletters
   Written Press Releases
   Radio/ Podcast
   Television/ Video
   Education Technology
   Educational Curriculum Package
   Educational Publications
   Photography
   Internet
Marketing Package
Community Partnership
Extension Housing Outreach
Clean and Healthy Families and Communities
Family Health and Wellness
Human Development/ Family Relationships
School Wellness
Social Networking
4. Recognize Michigan Award nominees for National Awards who do not receive National or Regional award recognition. This would include
the Michigan nominee (award winner in Michigan) for the national awards previously listed.

5. **National Award Winners**
   Request recipients to bring their plaque or certificate to the Awards ceremony.
   Awards would include:
   - Continued Excellence Award
   - Distinguished Service Award
   - Any other National Award recipients from the list above.

**Public Affairs Committee:**

1. Encourages members to submit articles to be published in the Journal of NEAFCS, the annual, peer-reviewed publication of FCS research and program evaluation.
2. Keeps current records of major Public Affairs activities, reports and accomplishments (via electronic file).
3. Encourage members to attend the Public Issues & Leadership Development (PILD) conference
4. The regional director or the alternate will attend the PILD conference on odd years, with association financial support. Funding will be obtained by combining the Public Affairs budget line item for a two-year period.
5. The State Public Affairs Chairperson (Regional Director of the Region responsible for Public Affairs) is eligible to attend the NEAFCS Public Policy Forum in Washington, D.C. the first year of the Region’s committee assignment. If the Chairperson is unable to attend, the order for selecting an alternate will be: the Region’s Alternate Director; President-Elect; or another member designated by the MEAFCS Executive Board.

**Professional Development Committee:**

1. Coordinates guest speakers and presentations at membership meetings on topics appropriate for professional development.
2. Responsible for serving as the board liaison on the Doris Wetters Travel Fellowship Awards Committee. Helps to promote member awareness of the Doris Wetters Travel Fellowship Guidelines and application process.
3. Serves on State Professional Development Committee.
Member Resources Committee:

1. Update the membership brochure yearly, and maintain a current list of Michigan lifetime members and their contact information.
2. Work with a Board appointed committee to review the bylaws.
3. Update the membership handbook.
4. Recognize new Family and Consumer Sciences staff eligible to join MEAFCS and encourage them to do so.

Historical Records Committee:

1. Solicits and reviews MEAFCS materials for the purpose of forming an abbreviated history of MEAFCS.
2. Compile events of the past year to create a brief synopsis.
3. Serves as a liaison between the MEAFCS Board and life members.
4. Assists President in managing historical records of permanent value and implementing a records management policy.
5. Serves as official photographer at the annual awards program & other special events.

Doris Wetters Committee:

MEAFCS board shall appoint a committee to administer the Doris Wetters Travel Fellowship that has the following representation:

- 2 retired MEAFCS members
- 2 members with 15+ years of membership
- 2 members with 3 – 15 years of membership
- Professional Development Regional Director will serve as the board liaison

Committee shall
1. Award the Fellowship throughout the year according to availability of funding.
2. Put out a call for applications each quarter and notify recipients.
3. The chair contacts the MSU Foundation for the amount of funds available each year for the fiscal year of July 1 – June 30.
4. The award is to be used for such expenses as registration, travel and living expenses for out-of-state study projects.
5. Recipients must have a minimum of three years’ experience with Michigan State University Extension, and follow MSUE business office requirements for reimbursement.
Nominating Committee:

1. The Immediate Past President shall serve as chairperson of the committee.
2. The Committee shall be comprised of a representative from each of the four regions.
   a. The representative shall have served as a board member of the Association, with preference given to past presidents.
   b. Each region will be responsible for selecting a board member to serve as its representative to the Nominating Committee.
   c. The Regional representative who serves on the Nominating Committee shall not be eligible to run for an office.
3. Contacts nominees to be assured of their willingness to serve if elected.
4. Sends a pre-ballot e-mail to MEAFCS members at least 14 days prior to the vote.
5. Prepares and presents a proposed slate of officers at the Fall Board Meeting.
6. Conducts election at Fall Membership Meeting.
7. Transfers appropriate records to succeeding Chairperson and President-Elect.

Budget Committee:

1. The Budget Committee is composed of the Treasurer, and at least two other members appointed by the Treasurer.
2. The Budget Committee will prepare the proposed budget to be presented for approval at the January Board Meeting and presented to the members at the Spring Membership Meeting.

Audit Committee:

1. The President appoints an Audit Committee of at least two members.
2. The Audit Committee will conduct an internal audit and sign the books after the fall membership meeting and prior to January 1.

The Treasurer and the selected members will work together as the Audit Committee. The following steps will be followed to complete the audit:

1. Using the Cash Disbursement Form, justify all checks as legitimate expenses. Documentation must accompany the Cash Disbursement
Forms. If two or more expenses are used to write a combined check, a note is attached to explain the transaction.

2. The Treasurer will keep a journal listing the checks written. Using monthly MSU Credit Union statements, the journal entries match the MSUCU statements and checkbook stubs.

3. The Treasurer will keep a journal listing the income receipts. For receipting transactions involving cash or checks, a pre-numbered receipt book should be used. The journal, receipt book and deposit receipts must match the MSUCU statements deposits.

4. The final annual budget prepared by the Treasurer for income receipts and check disbursements match the line item totals.

**Records Management Policy**

MEAFCS established the following policies to ensure the preservation of its records of permanent value.

1. Each officer shall be responsible for the records generated and/or received.

2. Unless otherwise specified, records more than two years old shall be considered inactive.

3. Records having permanent value (administrative, legal, fiscal and/or historical) such as noted in the following text shall be identified.

4. At the conclusion of term of office, each officer shall identify inactive records and discard those records determined to have no permanent value.

5. At the conclusion of term office, each officer shall forward to the President those inactive records, which have been determined to have permanent value.

6. The President, unless otherwise specified, shall be responsible for inactive records having permanent value. Those inactive permanent records more than seven years old shall be considered historical records and appropriate housing for them shall be secured by the President and/or designee.

**Suggested Records of Permanent Value***

**Officers Working Files:**

President
- National Notebook
- Working Notebook
- Working Files correspondence arranged monthly
- **1 History Box** Items filed by years.
- Critical Correspondence
Annual Committee Reports
Presidents Reports
    State Reports
    National Reports
Committee Rotation
Records of permanent value as determined by other officers

President-Elect  Goals
Critical Correspondence
Affiliate Report

Secretary  Minutes
Motions
Mailing List for Members
Procedures
Critical Correspondence
Dispose of extras and old years items before passing on records to successor

Treasurer  Current Books
Procedures
Back Ledger/7 years
Manage electronic statements/3 years
Historical Membership List
Current Membership List

**Coordination with Administration**

1. President shares NEAFCS Committee or officer appointment recommendations with Institute Director.
2. Institute Director meets with the MEAFCS Board or Executive Committee at the invitation of the President.
3. MEAFCS Board or Executive Committee will meet with Institute Director upon request.
Membership in MEAFCS

Active Member:

Any staff member with a bachelor’s degree in Family Consumer Sciences or a related field, working in any capacity with Family Consumer Science programming, shall be eligible for membership and may become an active member of MEAFCS upon payment of dues. MEAFCS members are automatically members of the NEAFCS. All active members may serve on committees, as Regional Directors and Alternates. All active members are eligible for awards and professional development funds.

Retirees:

Any former MEAFCS member who has retired and was a member of MEAFCS at the time of retirement, may upon payment of a specified one-time dues, become a life member of the Association. Life members may be appointed to serve on committees, serve as advocate for the profession and strengthen the linkage between current and former members. They would not hold office, vote, make motions or receive individual awards and fellowships. They would be invited to regional and annual meetings.
MEAFCS Affirmative Action Statement

The MEAFCS:

1. Pledges to seek out and involve as many members as possible for leadership positions regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.
2. Will take advantage of every opportunity to recommend qualified members for MEAFCS committee assignments, awards and officers nominations regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.
3. Will review policies, rules and traditions that may block or discourage active involvement of all Association members.
4. Will develop and implement an affirmative action plan to correct any injustices.

NEAFCS Principles of Professional Ethics Statement

Members of NEAFCS will:
- Adhere to the highest standards of professional conduct
- Strive for impartiality and objectivity when dealing with others
- Communicate openly and honestly with colleagues and clientele
- Maintain confidentiality in professional relationships
- Fulfill commitments in a reliable, responsive and efficient manner
- Be fully accountable for actions, use of resources and financial dealings
- Avoid potential or apparent conflicts of interest
- Show respect and understanding toward all people and honor diversity
- Continue to upgrade professional competences to meet changing needs of families and communities
Glossary

MCEA – Michigan Council of Extension Associations

MEAFCS – Michigan Extension Association of Family and Consumer Science

NEAFCS – National Extension Association of Family and Consumer Science

MAEA – Michigan Association of Extension Agricultural Agents

MESA – Michigan Extension Specialists Association

MAE4-HYS – Michigan Association of 4-H Youth Staff

MAFCS – Michigan Association of Family and Consumer Science

MAFCE – Michigan Association of Family Community Education

ESP – Epsilon Sigma Phi

FACSE – Family and Consumer Science Educators

CRDA – Community Resource Development Association
# MEAFCS Awards Process Timeline

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<td>Announce, encourage, and if possible identify members to apply for awards.</td>
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<td>First Reminder: Send 1\textsuperscript{st} notice to members to apply for awards with Jan.15\textsuperscript{th} deadline.</td>
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<tr>
<td>Third Reminder: send 3\textsuperscript{rd} and final notice to members applications are due Jan.15\textsuperscript{th}.</td>
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<tr>
<td>Applications due to awards chair Jan. 15\textsuperscript{th}.</td>
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<tr>
<td>Applications reviewed and judged Jan.15\textsuperscript{th}-30\textsuperscript{th} by a committee of three members in the region with awards responsibilities.</td>
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<tr>
<td>State winners will be contacted by Feb. 7\textsuperscript{th} if recommended changes need to be made before submitting to National.</td>
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<tr>
<td>State winning applications sent to National by Feb. 15\textsuperscript{th}.</td>
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<td>State winners are notified by email.</td>
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<tr>
<td>National winner notified.</td>
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<tr>
<td>Announcement of state winners made at Spring MEAFCS full membership meeting.</td>
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<tr>
<td>Region with award responsibilities begin preparing for award recognition at Fall Conference- prepare certificate or plaques, setup and print awards program.</td>
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<tr>
<td>Send ANR events planning information on National winners for Award booklet (if requested)</td>
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<tr>
<td>If possible, a member from the region with awards responsibility attends awards committee meeting at National Conference.</td>
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</table>

[August 2012 by Southeast Region]
## Relationships

### National Level

|-------------------------|----------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------|

### State Level

|--------------------------------------------------|-------------------------|-------------------------------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|

### Association Level

<table>
<thead>
<tr>
<th>Southwest</th>
<th>Southeast</th>
<th>Central</th>
<th>UP North</th>
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</thead>
</table>

### Committee Structure

<table>
<thead>
<tr>
<th>Awards/Historical Records</th>
<th>Public Affairs</th>
<th>Professional Development</th>
<th>Member Resources</th>
</tr>
</thead>
</table>