# Guidelines for Joint Arkansas Extension Professionals Organization

**Revised January 2009**

(See key for acronyms on last page)

### Event Organizations Involved

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ORGANIZATIONS INVOLVED</th>
<th>CHAIR FY 09</th>
<th>CHAIR FY 10</th>
<th>CHAIR FY11</th>
<th>CHAIR FY12</th>
<th>CHAIR FY 13</th>
<th>CHAIR FY 14</th>
<th>CHAIR FY 15</th>
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<tbody>
<tr>
<td>Southern Region JCEP Meeting</td>
<td>ACAAAA</td>
<td>NEAFCS-AR</td>
<td>ESP</td>
<td>AAE4-HA</td>
<td>ACAAAA</td>
<td>NEAFCS-AR</td>
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**Chairing Organization Duties:** Arrange transportation for delegates to attend the Southern Region Joint Council of Extension Professionals meeting.

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<tr>
<td>Policy &amp; Leadership Development Conference (PILD) Washington, D.C.</td>
<td>ACAAAA NEAFCS-AR AAE4-HA ESP AACES</td>
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**Chairing Organization Duties:** Prior to traveling to Washington, make appointments for the group to visit with Congressional representatives and senators.
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<tr>
<td>Conference with Administration</td>
<td>ACAAA NEAFCS-AR AAE4-HA ESP AACES Chi Epsilon Sigma</td>
<td>NEAFCS-AR</td>
<td>ACAAA</td>
<td>AACES</td>
<td>ESP</td>
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<td>Chi Epsilon Sigma</td>
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Chairing Organization Duties: 1) Collect resolutions from each organization, combine and eliminate duplications and those that should be addressed directly with someone in the administration other than the director.  
2) Coordinate schedules of Extension director, President, President elect and secretary or organizations to schedule meeting date, time, place with Extension Director.  
3) Notify attendees of the meeting arrangements.  
4) After completing step 1, email resolutions to organization representatives for review and revision.  
5) Email the final resolutions to the director prior to the meeting.  
6) Secretary of chairing organization serves as secretary during the meeting to record responses to each resolution from minutes taken and sends to organization President who is chairing the administration conference for review and final formatting.  
7) Chairing President allows director to review responses to resolutions as reflected by the minutes.  
8) Distribute written copy of responses from secretary’s notes to officers attending the meeting.

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<td>State Galaxy Conference</td>
<td>NEAFCS-AR AAE4-HA AACES ESP</td>
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Chairing Organization Duties: 1) Chair Galaxy conference planning committee.  2) Treasurer of responsible organization serves as treasurer for Galaxy conference.
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<th>CHAIR FY 17</th>
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<th>CHAIR FY 21</th>
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| Legislative Event | ACAAA  
NEAFCS-AR  
AAE4-HA  
ESP  
AACES | AAE4-HA | NEAFCS-AR | ESP | ACAAA | AACES | AAE4-HA | NEAFCS-AR |

Chairing Organization Duties:
The account is held by NEAFCS Account # 172-03.

**Each organization should contribute $150 in January of each and every year beginning 2010.**

1) Four months before the odd year legislative session (October of even years), the president of the chairing organization should contact the Extension/Division administration in regard to holding a legislative event during the upcoming legislative session.
2) If the Extension/Division administration desires an event, call a committee meeting with all five associations to discuss the event.
3) Organizations should share in responsibilities associated with the following: Location arrangements, meal arrangements, invitations, agent attendance, displays or exhibits, table decorations, gifts (tokens of appreciation for legislators), printed materials, program if applicable and fund raising efforts needed to conduct the event.

**KEY for Acronyms**
ACAAA—Arkansas County Agriculture Agents Association
NEAFCS-AR—National Extension Agents Family and Consumer Sciences-Arkansas
AAE4-HA—Arkansas Association Extension 4-H Agents
ESP—Epsilon Sigma Phi
AACES—Arkansas Association of Cooperative Extension Specialists

Compiled by Robbie McKinnon, January 2009