

TAFCE HANDBOOK



Revised AUGUST 2022

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TAFCE HANDBOOK
SECTION 1
DUTIES OF TAFCE BOARD MEMBERS

DUTIES OF PRESIDENT

- Preside at all meetings.
- Send copies of correspondence to the TAFCE Board and Advisors as appropriate.
- Encourage input and feedback from all TAFCE members. Listen to and be responsive to TAFCE members.
- Involve the President Elect in all areas to be ready to assume the office of President.
- Send copies of correspondence to the Board and Advisors as appropriate.
- Frequently review Robert's Rules of Order, using the latest edition.
- Remember, the President is only the presiding officer.
- Character Counts-receive entries, have entries judged by non-TAFCE member, contact winner and invite winner and one guest to state conference banquet. Recognize Character Counts Winner at TAFCE State Conference

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to successor.

NAFCE ANNUAL CONFERENCE:

- Send in registration form.
- Attend all meetings scheduled for state presidents and report on all meetings to TAFCE.
- The President is THE voting representative of TAFCE.
- Secure Tennessee attendance number and introduce delegation at Banquet.
- Determine if there are any nominations for NAFCE Board. Obtain TAFCE Board approval of possible nominees in accordance with NAFCE deadline(s) for nominations.
- FREQUENTLY REVIEW ROBERT'S RULES OF ORDER TO BETTER UNDERSTAND PROPER CONDUCT OF BUSINESS MEETINGS AND PARLIAMENTARY PROCEDURE.

DUTIES OF PRESIDENT ELECT

- Prepare for the office of TAFCE President.
- Assist the President and perform all assigned duties during the one-year term of office.
- Serve with a vote on the Board.
- Send copies of correspondence to the Board and Advisors as appropriate.
- Creative Writing: receive entries, have entries judged by non-TAFCE member, and publish the winning entries in a book. Recognize First and Second Place Creative Writing Winners at TAFCE State Conference. First Place gets a book and a ribbon, second place gets a ribbon.
- Creative Writing duties will alternate with TAFCE Past President.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE

-Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

DUTIES OF PAST PRESIDENT

- Serve on State Board as ex-officio member and advisor to the TAFCE President
- Creative Writing: receive entries, have entries judged by non-TAFCE member, and publish the winning entries in a book. Recognize First and Second Place Creative Writing Winners at TAFCE State Conference. First Place gets a book and a ribbon, second place gets a ribbon.
- Creative Writing duties will alternate with TAFCE President Elect.
- Assist the President and perform all assigned duties during the one-year term of office.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

DUTIES OF VICE PRESIDENT FOR PROGRAMS

- Serve as Chair of the Nominating Committee and present credentials of the nominees at the TAFCE Annual Business Meeting.
- Perform the duties of the President in the event of her resignation, disability, or death until the next meeting of the TAFCE Board.
- Prepare reports to be sent to the TAFCE President and other designated board members to be shared with legislators and others interested in FCE programs.
- Gather information and prepare any other necessary reports; send copies to appropriate TAFCE Board and Advisors.
- Send copies of correspondence to TAFCE Board and Advisors as appropriate.
- Serve as committee chair to work with the three (3) Regional Presidents and/or Cultural Arts, Creative Writing, Fashion Revue and It/Communications chairs to develop, revise and keep TAFCE Programs updated and current.
- Review information on the TAFCE website, working with the TAFCE IT/ Communication Chair to keep information current and correct.
- Receive TAFCE Scholarship Applications: Review applications and present them at the April TAFCE Board meeting.
- Extend an invitation to the TAFCE Scholarship recipient and a guest to attend the TAFCE State Conference Banquet for recognition, an RSVP is required. Do this at the time recipient is notified of receiving the scholarship.
- Announce and recognize, if in attendance, the scholarship recipient at the TAFCE State Conference Banquet. Ask recipient to say a few words at the banquet, if so desire. If recipient is unable to attend, as for an electronic video. Coordinate the recording with It/Communication chair.
- 50 Year Member: receive new 50 Year Member Applications. Send names to UT Advisor's Administrative Assistant for verification of 50-year membership and printing of certificates.
- Recognize new 50 Year members at the TAFCE State Conference Banquet, presenting them with the certificate and a 50 Year member pin.
- Perform any duties as assigned by the TAFCE President.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE

- Contact nominees for TAFCE Board to assure attendance at the Business Meeting at TAFCE Conference, and make them aware of what is expected of them at the meeting.
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

DUTIES OF VICE PRESIDENT FOR PUBLIC POLICY

- Coordinate the FAMILY COMMUNITY LEADERSHIP (FCL) program and assist in promoting and strengthening FCL.
 - Work to further and reaffirm the partnership and commitment between TAFCE and UT Extension to the FCL program.
 - Plan and develop TAFCE FCL training with the TAFCE President and UT Extension partner.
 - Keep up to date on FCL materials and publications.
 - Maintain current records of FCL training sessions and qualified trainers.
- Serve as Chair of the CERTIFIED VOLUNTEER UNITS (CVU) program. Secure certificates from UT and present them at the designated time.
- Serve as Chair of the BEST OF THE BEST program.
- Work in cooperation with the Treasurer to see that the books are audited as designated by the TAFCE bylaws. An audit may be conducted at any time as directed by the TAFCE Board.
- Perform the duties of President in the event of the resignation, disability, or death of the President and the Vice President for Programs until the next meeting of the TAFCE Board.
- Coordinate public relations activities for TAFCE.
- Be a communication link between TAFCE and NAFCE through the NAFCE Vice President of Public Policy.
- Coordinate efforts between program and public policy issues. Inform members regarding issues that affect families.
 - Coordinate action on issues.
- Represent TAFCE at public policy meetings at the request of the TAFCE President.
- Send copies of correspondence to the Board, UT, and UT TAFCE and Region Advisors as appropriate.
- Perform any duties as assigned by the TAFCE President.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

DUTIES OF SECRETARY

- Keep a complete record of all meetings of the TAFCE Board of Directors, and distribute minutes within 30 days of the close of the meeting. (It is suggested to use a tape recorder and motion sheets during meetings.)
- Keep a record of attendees of each meeting.
- Serve as custodian and supervisor of the official books and records of TAFCE.
- Perform any other secretarial duties as assigned by the President.
- Sign papers pertaining to TAFCE as authorized or directed to sign by the Board.
- Send all notices required by the TAFCE bylaws. Check to be certain all notices contain all pertinent information.

- Make a full report of all matters and business pertaining to the office as required by the Board.
- Send a copy of the TAFCE Bylaws along with the names, addresses, and phone numbers of the Board members to the NAFCE Secretary and NAFCE Headquarters by February 1 of each year.
- Perform such duties as may be prescribed by the TAFCE President.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Work with the TAFCE President to send out "Save the Date" notice via email one year prior to TAFCE State Conference.
- Write thank-you letters/notes to speakers and those who helped with special projects, etc.
- Send copies of correspondence to the Board, UT, and UT TAFCE and Region Advisors as appropriate.
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

DUTIES OF TREASURER

- At the beginning of each term, a new TAFCE account will be opened. The signature authority will be the Treasurer and the TAFCE President.
- Receive and keep up-to-date records of all TAFCE funds.
- Pay all authorized expenses for the board members in accordance with the TAFCE SPENDING POLICY, and as approved by the TAFCE Board.
- Keep vouchers on hand for use by board members to submit expenses.
- Make a full financial report of all matters and business pertaining to the financial affairs of TAFCE at each Board meeting and at the Annual Business Meeting. Have copies for each board member, UT Advisor, and each voting delegate for the Annual Business Meeting.
- Work in cooperation with the Vice President for Public Policy to arrange for an audit of the books as required by the bylaws.
- Serve as Chair of the Finance Committee.
- Send copies of correspondence to the Board and Advisors as appropriate.
- If a scholarship is awarded, pay the money directly to the school when notified by the scholarship recipient that she/he is registered. Money should be paid in two payments, one at the beginning of each semester.
- Order membership cards in time to distribute at TAFCE Conference.
- Perform such duties as may be prescribed by the TAFCE President.

TAFCE ANNUAL CONFERENCE:

- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- REMINDER: TAFCE CONFERENCE REGISTRATION FEE AND BANQUET COST ARE PAID FOR TAFCE BOARD MEMBERS.
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

MONTHLY DUTIES FOR TREASURER:

JANUARY

- Keep copies of the membership list in a permanent file.
- Have a detailed report on conference expenses ready for the Board meeting.



-Have a financial report of all funds received and distributed during the previous year for the Board meeting.

FEBRUARY

-Send a letter to region treasurers concerning membership lists and how they are to be done. It is necessary to keep a separate listing of TAFCE members and NAFCE members.

APRIL

-Send host region \$2000.00 for conference preparation expenses, \$200.00 to the succeeding host region, and \$100.00 to the next succeeding host region for start-up expenses.

-Prepare a financial report for the quarter for the Board meeting.

MAY

-Send in TAFCE non-profit form with fees. This form is obtained from the President. This can now be done online.

JULY

-Prepare a voting delegate form for the TAFCE Board to be signed at the August Board meeting.

-Mail the NAFCE membership and dues form to region treasurers. The TAFCE President receives this form at NAFCE Conference, or it can be obtained from the NAFCE Treasurer.

AUGUST

-Prepare a proposed budget from which the Finance Committee will work at the Board meeting. Send copies to Finance Committee members and TAFCE President prior to the Board meeting.

-Prepare a financial report for the previous quarter for the Board meeting.

-Prepare a financial report from August of previous year to August of current year. Make 110 copies and give to the Secretary to include in conference packets.

OCTOBER

-Receive and certify all voting delegate credentials.

NOVEMBER

-Receive membership lists and dues.

-Attend TAFCE Conference.

-Assist with TAFCE Conference registration, if needed.

-Settle with the hotel or conference center, with the TAFCE President, after conference ends.

-The hotel may send a statement to the TAFCE President for approval. The TAFCE President will review and send the statement to the Treasurer to pay in accordance with terms of the contract.

-Pay any other conference bills after approval by the TAFCE President.

-Mail the ORIGINAL NAFCE membership forms and dues to the NAFCE Treasurer to be received by December 1. Keep a copy for the files. Membership lists must also be sent via email to NAFCE Headquarters by December 1.

DECEMBER

-Prepare annual financial report on all funds received and distributed during the year to be reported at the January Board meeting.

-Prepare financial report on TAFCE Conference to present at the January Board meeting.

DUTIES OF THE EDUCATION COMMITTEE

- See Bylaws: Article VI, Section I, State Education Chairperson
- Work closely with the President and Vice President for Programs to facilitate the Educational Program for TAFCE.
- Working with the Vice President of Programs, review and update forms, including the electronic form. Coordinate with IT/Communication chair to be sure the new and/or correct forms are available on the TAFCE website.
- Keep all current handouts, forms, correspondence, and records in a notebook. Turn all material and equipment over to the successor.
- Perform such duties as may be prescribed by the TAFCE President.

CULTURAL ARTS

- Receive and Coordinate entries for displaying, judging, and viewing entries
- Work with Host Region and UT Advisors to secure a minimum of six (6) judges for TAFCE State Conference.
- Conduct a "Viewer's Choice" vote.
- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Perform such duties as may be prescribed by the TAFCE President.

FASHION REVUE

- Receive and Coordinate entries for judging and coordinating the Revue at TAFCE State Conference
- Work with Host Region and UT Advisors to secure a minimum of three (3) judges for TAFCE State Conference
- Coordinate with IT/Communication Chair to present the power point of entries.
- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Perform any duties as assigned by the TAFCE President

IT/COMMUNICATION

- Keep information on the TAFCE website current and correct. Work with TAFCE President, TAFCE Vice President of Programs, TAFCE Board, and UT State Advisor's to facilitate this.
- Publish the TAFCE Newsletter, *THE CONNECTION*, three (3) times a year in a timely manner following Board meetings.
- Keep *Facebook* website current.
- Provide equipment for power point presentations at TAFCE State functions such as: FCL training, TAFCE State Conference, etc.
- Provide Power Point presentations of the county flags at TAFCE State Conference.
- Working with the chairperson of each committee, prepare Cultural Arts and Fashion Revue Power Point presentations for viewing at TAFCE State Conference.
- See Section III, GUIDELINES FOR TAFCE CONFERENCE
- Perform any duties as assigned by the TAFCE President

DUTIES OF REGION PRESIDENTS

- Attend all TAFCE Board meetings as the official representative from the region. Keep the region membership informed of all business, programs, projects, and activities of TAFCE.
 - Serve as liaison between FCE County Councils and TAFCE.
 - Serve on committees as appointed by the TAFCE President.
 - Serve with the Vice President of Programs on the nominating committee.
 - Review information on the TAFCE Website to keep all TAFCE programs updated and current.
 - Be prepared to give a brief oral report of region activities and concerns as requested by the TAFCE President.
 - Prepare a directory of names, addresses, phone numbers, and email addresses of the Region Board, all County Council officers, and UT Program Leader/s and Agent Advisor/s. Bring copies of the directory to the January TAFCE Board meeting for each Board member and UT Advisors.
 - Send copies of correspondence to the TAFCE Board and UT TAFCE and Region Advisors as appropriate.
 - Distribute CVU Certificates and seals at the regional breakfast at TAFCE Conference.
 - Perform any duties as assigned by the TAFCE President
- TAFCE ANNUAL CONFERENCE:**
- See Section III, GUIDELINES FOR TAFCE CONFERENCE
 - Take chair covers to all business meetings. Appoint delegates to put chair covers on back of chairs of voting delegates and collect chair covers after the meeting.
 - Appoint tellers and/or counters.
 - Check before the business meeting to be sure all region voting delegates are present. A region meeting prior to the business meeting may be called to explain items on the agenda.
 - Keep all current handouts, forms, correspondence, and records in a notebook. Turn all materials and equipment over to the successor.

SECTION II

REIMBURSEMENT OF EXPENSES

BOARD MEETING

- Mileage reimbursement is set by the TAFCE Board; Board members should carpool, if possible, to all TAFCE meetings.
- If an overnight stay is needed and a room is shared with another board member (or FCL teacher or FCL student during FCL Training), TAFCE will pay for the hotel room. If a single room is requested, only half the room fee will be paid. The other half of the room fee will be paid by the board member requesting the single room. All members will be responsible for paying all other incidentals, including but not limited to: phone calls, room service fees and/or bar tabs.

TAFCE CONFERENCE

- Registration fee to TAFCE Conference is waived for all Board members.
- TAFCE pays the banquet fee for all Board members in thanks for work done during their term of office.
- Mileage or transportation (the lower cost) will be paid for Board members to and from TAFCE Conference.

SECTION III

GUIDELINES FOR TAFCE CONFERENCE

The annual meeting should preferably be held between November 1 and November 30. The annual meeting is to be scheduled at least TWO years in advance.

Regions will host the conference as assigned on a rotating basis:

<u>Host Region</u>	<u>Conference Site Chosen by NOVEMBER:</u>
2023 Eastern	2021
2024 Western	2022
2025 Central	2023
2026 Eastern	2024
2027 Western	2022
2028 Central	2024

(Continue rotation by regions with corresponding dates)

The hosting region may make recommendations to the TAFCE Board for the conference site. The TAFCE Board will approve the location no later than 2 years prior to conference.

FACILITIES SELECTION COMMITTEE

The Facilities Selection Committee is made up of the TAFCE President, TAFCE President-Elect, Region President, Region President-Elect, and UT Region Program Leader.

The Facilities Selection Committee will confer with UT to ensure that the selected date is not a conflict for the UT Advisors. The date should not be Thanksgiving week, nor be the week after Thanksgiving (preferably).

DUTIES FOR FACILITIES SELECTION COMMITTEE:

Select adequate facility by meeting the following criteria:

- 1-Seating capacity for general session (up to 400 people)
- 2-Inquire about a meeting room charge, if any
- 3-Break-out rooms and equipment for sessions as needed
- 4-Inquire about the cost for exhibit space
- 5-Secure (lockable) space for Cultural Arts
- 6-Secure space for Gift Shop
- 7-Secure space for Fashion Revue judging
- 8-Secure space for regional breakfasts
- 9-Secure space for Pre-Board brunch and meeting, and for post-board meeting
- 10-Secure space for Executive Alumni luncheon and auction
- 11-Registration space and set-up
- 12-Other services available; parking facilities
- 13-Block of rooms, approximately 100-120 (check recent conference attendance to determine actual number); check on flat rate per room, complimentary rooms, suite for President; review check-in and cancellation policies

14-Determine the cost of PA system and other equipment, e.g., tables, table covers, set up fee, etc.
15-Banquet facilities—determine approximate cost of banquet meal plus service charges (check to see if hotel sets up for 5% above guaranteed number); determine cost of all meals inclusive of service charge and gratuity

Request a written contract between Tennessee Association for Family and Community Education and the hotel. (NOTE: The contract should be reviewed by the TAFCE and Region Presidents, and UT Advisor.

When the contract is acceptable, it should be signed 2 years in advance, if possible, by the TAFCE President.) The TAFCE and Region Presidents and the TAFCE Treasurer should have a copy of the contract. (The cost for meals is not guaranteed in the hotel contract.)

TAFCE

TAFCE will pay for speakers/entertainment, parliamentarian, Cultural Arts and Fashion Revue expenses, Pre-Board brunch, gift to attendees (e.g., tote bags, pens, etc.) **not to exceed \$12.00 (any cost of the gift over \$12.00 will be paid by the region)**, and any item not covered by hotel contract such as microphones, electronics, screens, etc. All other expenses such as printing of the programs, name tags, etc. will be covered by the funds that the host region receives from TAFCE. The host region may sell items to help defray expenses.

TAFCE will make available a budgeted amount to the host region, payable over 3 years. (NOTE: TAFCE budgeted amount is currently \$2300.00) Host Region Treasurer will make an accounting, with receipts, of all budgeted money, and return any unused portion to TAFCE.

HOST REGION

ALL PLANS AND ACTIVITIES WILL BE COORDINATED WITH THE TAFCE PRESIDENT.

Tentative program and registration forms should be ready for approval at the January TAFCE Board meeting.

The final registration packet is to be presented at the April TAFCE Board meeting. The final draft of the program is to be presented, ready for printing, at the August TAFCE Board meeting.

The host region will be responsible for all favors and decorations for the banquet, the Pre-Board brunch and for providing appreciation for the learning session presenters (ex. thank you note, mileage, etc.). Keep a detailed accounting, including receipts, of the budgeted money provided by TAFCE.

GENERAL DUTIES FOR HOST REGION:

1-Obtain approval of the conference registration form at the January Board meeting of the conference year.

2-Arrange for speakers, program participants and entertainment, and present these to the TAFCE Board for approval by the April Board meeting of the conference year.

3-Provide a parliamentarian for the business meeting. TAFCE will pay up to \$200.00.

4-Provide a speaker or entertainment for TAFCE Conference Banquet. TAFCE will pay up to \$600.00 to cover expenses. Any amount over or above the \$600.00 will be at the Region's expense.

5-Serve as hostesses (guides).

6-Provide all floral arrangements or other decorations for the conference; responsible for banquet decorations, placing programs at each plate, and collecting tickets at the doors.

- 7-Collect chair covers from the Region Presidents and place on chairs for voting delegates at the business meeting, and return these to the Region Presidents at the end of the meeting. (Host Region President will designate the time and area for drop off and pick up of chair covers.)
- 8-Confer with TAFCE President for seating at the head table for meetings and banquet. Arrange special seating for special guests as required.
- 9-Provide staff for an information desk.
- 10-Prepare items (bags, name tags, portfolio, etc.) to be given out with registration packets.
- 11-Check set-up of public address systems, chairs, flags, tables and equipment to ensure they are in place and working properly.
- 12-Work with Region Advisors to seat guests at the banquet. If advisors are not present, appoint hostesses or have a hostess at each table that will remain standing until the table is full.
- 13-Provide all signs for each session and/or meeting, if there are no electronic boards.
- 14-Assign a hostess to introduce and assist each invited program presenter at group sessions.
- 15-Working with the TAFCE President, plan and prepare the conference agenda. (Have a description of what is needed in the conference program, i.e., CVU recognitions, 50-Year Member recognitions, tours, speakers, etc.)
- 16-Prepare and proofread the conference program, have copies printed 6 weeks prior to conference, and notify the participants. The TAFCE President prepares the agenda for the banquet program. The host region is to print the banquet program.
- 17-The Host Region President and the Host Region Conference Coordinator will obtain sponsorship as needed.
- 18-The Host Region President and the Host Region Conference Coordinator will select the banquet menu. The TAFCE Board should approve the menu at the August Board meeting.
- 19-The Host Region President and the Host Region Conference Coordinator will notify appropriate committee chairs of specific needs.
- 20-HAVE ALL CONFERENCE INFORMATION APPROVED AT THE APRIL TAFCE BOARD MEETING OF THE CONFERENCE YEAR AND READY TO SEND TO COUNTIES BY JULY 15.
- 21-Prepare and mail the conference registration packets, to include hotel information, registration form, tentative program, available tours, information on speakers and entertainment, special interest or learning sessions, and any other pertinent information, to counties by July 15.
- 22-Print tickets (banquet, meal, class/workshop, region breakfasts, etc.) needed for the packets given out at registration. Hostesses should take banquet tickets at the door.
- 23-Obtain qualified judges (non-FCE members) for Cultural Arts and Fashion Revue, and give an appropriate token of appreciation provided by TAFCE.
- 24-Obtain secure room for Cultural Arts. Host region is to provide hostesses for Cultural Arts registration, setup, judging, viewing, and pick-up.
- 25-Obtain rooms and hostesses as needed for Fashion Revue judging.
- 26-Host region to have hostesses where needed.

REGISTRATION COMMITTEE

The committee will include the TAFCE Treasurer, who serves as the chair of the committee, the host Region Treasurer, and one UT Advisor from the host region. Registration fees and forms are to go to the treasurer.

NOTE: A registration fee will be paid by ALL who attend TAFCE Conference except for the TAFCE Board and special guests invited by the TAFCE President. This fee helps defray expenses for the conference.

The TAFCE Board may determine a one-day registration fee for attendance on Monday **or** Tuesday. All other participants will pay the full three-day fee.

DUTIES FOR REGISTRATION COMMITTEE:

- 1-Obtain approval for the registration fee at the January Board meeting.
- 2-Get approval at the January Board meeting for registration hours.
- 3- Each Region President should be notified of the number attending the respective region breakfasts for planning favors, etc. 3-4 weeks prior to conference, and be notified of any late conference registrations 1 week prior.
- 4-Prepare registration envelopes, to include meal tickets, class/workshop tickets (if pre-registration for sessions is done), and name tag with appropriate ribbons for 50-Year Member, CVU recipient, voting delegate, TAFCE Board, Executive Alumni, first timer and/or guest. NOTE: breakfast tickets should be a different color for each region.
- 5-Provide staff to conduct an on-site registration.
- 6-Clean up registration area and return materials to TAFCE Treasurer.
- 7-Perform such duties as may be prescribed by the TAFCE President

CULTURAL ARTS COMMITTEE

This committee should consist of the TAFCE Education Chair assigned by the TAFCE President and the person in charge of Cultural Arts from each region.

DUTIES FOR CULTURAL ARTS COMMITTEE:

- 1-Send out guidelines and categories changes, as approved by the TAFCE Board, for the next year's Cultural Arts contest in the TAFCE Leadership information by September 1. Cultural Arts will need a minimum of six judges. The 1st place winner will receive a ribbon and cash prize in each category.
- 2-Qualified judges (non-FCE members) will be obtained by the host region and UT Advisor. Judges will be given appropriate tokens of appreciation provided by TAFCE.
- 3-The TAFCE Chair is to inventory the 1st and 2nd place participant and viewer's choice ribbons, and have the TAFCE treasurer purchase as needed.
- 4-The Chair will pre-register entries as region information is sent.
- 5-The host region is to obtain hostesses for Cultural Arts registration, set-up, judging, viewing, and pick-up.
- 6-Each region is to provide one person (preferably the Region Cultural Arts Chair) to assist in the State Cultural Arts contest and exhibit.
- 7-Committee will set up the room at least 2 hours prior to registration.
- 8-Committee will arrange for registration, register items as the entries arrive, assist judges, secure ribbons to items, and display items (with name tags viewable) for viewing.
- 9-Committee will plan a traffic flow so groups of viewers can easily see exhibits. Have a significant time for viewing planned in the conference program.
- 10-Committee will plan for security of all Cultural Arts throughout the conference.
- 11-Conduct a "Viewer's Choice" vote. Provide appropriate ballots. Make a ballot box with a sign for it. Give out ballots during exhibit hours. Be available to answer any questions regarding the voting process. Collect ballots, after member has voted, mark their name tag (with stickers, stars, etc.), and count ballots (it's easier to keep a running tally).
- 12-The Cultural Arts winners, including the "Viewer's Choice" will be announced at the banquet by the TAFCE Chair.

13-- Perform such duties as may be prescribed by the TAFCE President.

FASHION REVUE COMMITTEE

This committee should consist of the TAFCE Education Chair assigned by the TAFCE President and the person in charge of the Fashion Revue for each region.

DUTIES FOR FASHION REVUE COMMITTEE:

- 1-Send out guidelines and categories changes, approved by the TAFCE Board, for the next year's Fashion Revue in the TAFCE Leadership information by September 1. Fashion Revue will need three (3) judges. The 1st place winners will receive a ribbon and cash prize.
- 2- Qualified judges (non-FCE members) will be obtained by the host region and UT Advisor. Judges will be given appropriate tokens of appreciation provided by TAFCE.
- 3-Chair will inventory 1st and 2nd place participant ribbons, and have the TAFCE Treasurer purchase as needed.
- 4-Chair will pre-register entries as region information is sent.
- 5-The host region is to have hostesses for Fashion Revue registration, set-up and judging.
- 6-Committee will set up room at least 2 hours prior to registration.
- 7-Committee will arrange for registration, and register items as entries arrive.
- 8-Committee will plan a traffic flow so viewers can easily see the Fashion Revue during the Opening Session.
- 9-Winners will be announced at the Opening Session by the Chair.
- 10-Perform such duties as may be prescribed by the TAFCE President

IT/COMMUNICATION

This committee will consist of the TAFCE Education Chair assigned by the TAFCE President.

DUTIES OF THE IT/COMMUNICATION COMMITTEE

- 1-Provide equipment for power points for presentation of the County Flags, Cultural Arts, and Fashion Revue.
- 2-Work with the host region to prepare and distribute the conference news release.
- 3-Set up photo shoots for appropriate venues

PUBLIC RELATIONS COMMITTEE

The Host Region Vice President for Public Policy is Chair.

DUTIES FOR PUBLIC RELATIONS COMMITTEE:

- 1-Prepare a news release for county use. Consider the need for pre and post conference news releases in conjunction with the host region.
- 2-Contact media in the hosting city for news coverage prior to and during the conference.

DUTIES FOR TAFCE BOARD

DUTIES FOR TAFCE PRESIDENT:

- 1-Prepare a list of guest and work with the TAFCE Secretary to send out "Save the Date" notice via email for conference one (1) year prior to TAFCE Conference.
- 2-Prepare a list of guests and work with the TAFCE Secretary to send out invitations for conference by July 1 (see files for sample letters), sending a copy to the Host Region President.
- 3-Invite the Dean of UT Extension and Associate Dean of FCS to give greetings, one at the Opening Session and the other at the banquet. Involve each member of the TAFCE Board with the program; for example:
 - Introductions and CVUs—VP for Public Policy (recipients will be printed in program by county)
 - Thought for the Day—Host Region President
 - Cultural Arts and Fashion Revue—appointed education chairs
- 4-Plan a Pre-Board brunch and Board meeting. Determine the time, location, menu and cost.
- 5-Send notices to the Board and notify the host Region President of the number for the brunch.
- 6-Arrange reserved seating and seating at the head table, etc.
- 7-Arrange seating for the TAFCE Board at the business meeting.
- 8-Present gifts to the out-going Board.
- 9-Arrange for the installation of the new Board.
- 10-Present the "*HEART OF FCE*" winner.
- 11-Arrange for the Post-Board meeting; set date and place for the next Board meeting.
- 12-Make Honorary Member certificates per TAFCE bylaws (Article III, Section 1B).
- 13-Prepare the agenda for the banquet program.
- 14-Invite *Character Counts* winner and one guest to TAFCE State Conference banquet. Present Award. If winner is unable to attend, a video of the winner's presentation would be acceptable (coordinate with IT/communications chair).
- 15-Invite "*Heart of FCL*" to banquet and present winner with award.

DUTIES FOR PAST PRESIDENT/PRESIDENT ELECT

- 1-Recognize the Creative Writing Winners at the Opening Session
- 2-Sell the Creative Writing Books
- 3-Perform such duties as may be prescribed by the TAFCE President

DUTIES OF THE VICE PRESIDENT FOR PROGRAMS

- 1-Give a report on state reports at the General Session
- 2-Extend an invitation to the TAFCE scholarship recipient and a guest to attend the TAFCE banquet for recognition, RSVP required. Do this at the time the recipient is notified of receiving the scholarship.
- 3-Announce and recognize, if in attendance, the scholarship recipient at the banquet. Ask the recipient to say a few words at the banquet, if so desired. If recipient is unable to attend, a video of acceptance would be acceptable (coordinate with It/Communications chair).
- 4-Recognize new 50 Year Members at the banquet
- 5-Perform such duties as may be prescribed by the TAFCE President

DUTIES FOR VICE PRESIDENT FOR PUBLIC POLICY:

- 1-Obtain CVU certificates from UT and give to the Region Presidents at conference.

- 2-Send a list of the CVU recipients to the Host Region President by September 15, included names in the conference program.
- 3-Introduce the Region "BEST OF THE BEST" winners at the Opening Session. Recognize them and announce the TAFCE winner at the banquet.
- 4-Present FCL graduates with Certificate of Completion at the Opening Session.
- 5-Perform such duties as may be prescribed by the TAFCE President

DUTIES FOR TAFCE SECRETARY:

- 1-Work with the TAFCE President to send out "Save the Date" notices via email for conference one (1) year prior to TAFCE Conference.
- 2-Work with the TAFCE President to send out invitations with a registration form and a description of the conference program to the following by July 1:
 - Dean of UT Extension and guest
 - Chancellor for UT Institute of Agriculture
 - Associate Dean of UT Extension Family and Consumer Science and guest
 - UT Extension Regional Director of the host region
 - President, Tennessee Extension Association of Family and Consumer Scientists (TEAFCS)
 - Director, 4-H Youth Development, UT Extension
- 3-Send a packet to all county council presidents to include the notice of the Annual TAFCE Conference, Business Meeting rules, minutes of the last Annual Business Meeting, Treasurer's financial reports, proposed budget, Voting Delegates credentials form, any proposed bylaws changes, and credentials of TAFCE Board nominations 60 days prior to the Annual Business Meeting
- 4- Perform such duties as may be prescribed by the TAFCE President

DUTIES FOR TAFCE TREASURER:

- 1-Serve as the TAFCE Board representative on the Registration Committee and be available to help with any questions regarding registration.
- 2-After conferring with the TAFCE President, purchase gifts for the out-going Board. Gifts are not to exceed \$50.00 for the President and \$30.00 for other members.
- 3-Settle accounts with the hotel and/or convention center in accordance with the contract, and as approved by the TAFCE President.
- 4-Report conference expenses to the TAFCE Board in January.
- 5-Prepare the Treasurer's reports to include the full year preceding conference (Aug 1 to July 31) for the checking account, and January 1 to July 31 of the current year for all other accounts.
- 6-Perform such duties as may be prescribed by the TAFCE President

DUTIES FOR EDUCATION CHAIRS:

Cultural Arts

- 1-Recognize the Cultural Arts winners at the banquet.
- 2-Coordinate with It/Communication Chair to prepare the Power Point presentation.
- 3- Perform such duties as may be prescribed by the TAFCE President

Fashion Revue

- 1-Recognize the Fashion Revue winners at the Opening Session.
- 2-Coordinate with It/Communication Chair to prepare the Power Point presentation.
- 3-Perform such duties as may be prescribed by the TAFCE President.

IT/Communications



- 1-Prepare and present a power point of County Flags of the counties present.
- 2-Work with Cultural Arts and Fashion Revue chairs to prepare Power Point Presentation of winners.
- 3-Perform such duties as may be prescribed by the TAFCE President.

SECTION IV

TIMELINE FOR TAFCE CONFERENCE

HOST REGION PRESIDENT AND HOST REGION CONFERENCE COORDINATOR

NOVEMBER—two years prior to conference in your region

The hotel is to be chosen by the Facilities Selection Committee. Meet with them with any recommendations concerning selection. Dates for the conference should not conflict with UT Advisors, nor be Thanksgiving week, nor the week after Thanksgiving (preferably).

AUGUST—year prior to conference in your region

- 1-Present theme and logo idea at the August Board meeting for approval.

SEPTEMBER—year prior to conference in your region

- 2-Make as many committee appointments with chairpersons as necessary for a successful conference.
- 3-Meet with committee chairs to outline duties and responsibilities.
- 4-Work with the Region Treasurer to set up a conference budget from money received from TAFCE.
- 5-Contact the hotel regarding the cost for meals (Pre-Board brunch, banquet, region breakfasts, and Executive Alumni luncheon). This is needed for the registration form to be presented at the January TAFCE Board meeting. Hotels will usually work with you when given a specific amount that can be spent on each of these meals.

OCTOBER—year prior to conference in your region

- 6-Confer with the TAFCE Treasurer to get recommendations for the registration form.
- 7-Prepare a rough draft of the registration form.
- 8-Prepare the invitation to conference to be presented at this year's TAFCE Conference.

NOVEMBER—year prior to conference in your region

- 9-Attend TAFCE Conference. At the close of the banquet, issue an invitation to next year's conference.
- 10-Note any good ideas, and talk with this Host Region President and Conference Coordinator for ideas for what will or won't work.
- 11-Be certain all committees are functioning.

DECEMBER—year prior to conference in your region

- 12-Work on the final rough draft of the registration form.
- 13-Have a general idea of speakers, sessions, etc.
- 14-Obtain samples and prices of items that could be given to attendees (totes, portfolios, name tags, etc.) to take to the January TAFCE Board meeting for approval.

YEAR OF CONFERENCE IN YOUR REGION:

JANUARY

- 15-Present a tentative agenda, registration form, gifts, and prices to TAFCE Board for approval.
- 16-After the TAFCE Board meeting, meet with your Region Board.
- 17-Send letters to all counties in your region with their responsibilities for TAFCE Conference (goody bag items, hospitality room items, hostesses, etc.)

FEBRUARY

- 18-Confer with program and session chairs to get final plans completed.

MARCH

- 19-Finalize the registration form with fees and registration deadline.
- 20-Finalize the program.
- 21-Make copies of the program for the TAFCE Board and UT Advisors for the April Board meeting.

APRIL

- 22-Attend TAFCE Board meeting, where the following decisions are made/voted on:
 - Gifts -Registration
 - Sessions -Speakers
 - Deadlines -Registration packet
- 23-Send letters to county council presidents to recruit hostesses. Send copies of all correspondence to the TAFCE President and Region Program Leader.
- 24-Assign one person to be in charge of sessions, i.e. room numbers, needed items, hostesses, etc.

MAY

- 25-Have a meeting of committees to see if there are any problems.

JUNE

- 26-Work with the Region Treasurer to prepare registration packets for mailing.
- 27-Prepare a hostess schedule.

JULY

- 28-The registration packets are to be distributed by the Regional Conference Coordinator the TAFCE Board, all county council presidents, and UT Program Leaders and Advisors by July 01, and emailed to all county FCS agents.
- 29-Contact judges for Cultural Arts and Fashion Revue.

AUGUST

- 30-Prior to the August TAFCE Board meeting, have a meeting at the hotel for room assignments for each session (classroom, theater style, breakfast, lecture, work tables, etc.)
- 31-Make sure the hotel knows that the first 3 complimentary rooms are to be given to the TAFCE President.
- 32-Finalize room locations to be listed in the program and on tickets. Take copies of the final draft of the program to the August TAFCE Board meeting.
- 33-At least 6 weeks prior to conference, have conference and banquet programs printed.

34-Contact the Executive Alumni President about the menu and prices for the Executive Alumni luncheon.

OCTOBER

35-Contact Cultural Arts and Fashion Revue judges again to confirm their participation as judges, verify time for judging, and give directions to the hotel.

36-Ask the Region Treasurer and TAFCE Treasurer about the numbers for conference.

37-Check with everyone to be sure they have everything under control. After deadline, inform each Region President of the number attending region breakfasts.

NOVEMBER

38-Give final numbers to the hotel for meals (check contract for this date), sessions, etc. The Region Treasurer should have this information except for any invited guests which the TAFCE President should have. Check with the Executive Alumni President for the numbers for the Executive Alumni luncheon.

39-About one week prior to conference, contact the Cultural Arts and Fashion Revue judges again with any final instructions.

40-Remember special seating for special guests, flag bearers, etc.

41-Enjoy! You will have a great conference if you have followed these guidelines.

POST-CONFERENCE

42-Have the Region Treasurer send to the TAFCE Treasurer a complete financial accounting of the budgeted money provided by TAFCE (currently \$2300.00) with documentation, receipts and any unused portion of the money by December 31.

43-Send appropriate thank you notes.