

**AMERICAN AGRI-WOMEN**  
**POLICY & PROCEDURE MANUAL**



**2010-2012**

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## AAW CONVENTION GUIDELINES

Submit convention bid form two years in advance of convention to AAW executive committee and Board of Directors for approval. Convention Chair and committee will work together with the AAW President and Convention Liaison to facilitate a convention that will meet the needs of AAW according to the bylaws.

### Advanced Timetable for General Chairman

#### 24 MONTHS

- 1) Select committee chairmen
  - a) Such as arrangements, art (logo), decorations, fund raising, exhibit/trade show, finance, hospitality, meal function, printing, program, publicity, registration, silent auction, spouse and other tours.
  - b) Someone with computer skills to keep financial and registrations records to compile databases.
- 2) Research past AAW programs, brainstorming with committees on ideas for convention program, activities and meal functions, tours and local points of interest.
- 3) Decide program theme and logo ideas.
- 4) Select site and procure dates for room reservation block and meeting rooms.
  - a) Choose site easily accessible from airports and major highways.
  - b) 150-200 attendees requiring a block of 75-85 rooms. Be sure to check with previous convention chair as to number from previous years.
  - c) Negotiate perks with hotel sales staff. Confirm in writing from hotel sales staff any special request and perks such as:
    - Use of copier in house
    - Availability of audio-visual equipment
    - Parking rates
    - Free rooms per rooms sold
    - VIP treatment for officers & speakers, if offered
    - Airport transportation
    - Breakfast tickets, if available.
  - d) Complimentary room for President. (Suite, if possible, for executive committee meetings.)
  - e) Rooms to meet and eat in separate areas to save time during functions.
- 5) Apply for \$2000 seed money available from the AAW treasurer. It is to be returned following the convention for use by the next new convention committee.

#### 18 MONTHS

Meet with committee to draft program.

- a) AAW business (5-6 hours), committee meetings, educational program, meal functions  
Included in registration fee, tours, and spouse program, if offered.
- b) When selecting a facility it is necessary to provide additional space and time for the following:
- Executive Committee meeting (9 people), 5 hours night before opening & 5 hours at conclusion. (This meeting can be held in the President's room, if space is available.)
  - Board of Director meeting (40 people), 2 hours
  - Resource Center meeting (12 people), 3 hours.
  - Executive Committee and Resource Center Joint meeting (22 people), 1.5 hours
  - AAW delegate session/business meeting (150 people), 5- 6 hours
- (1) Committee sessions, 45-60 minutes each  
(2) First-time Attendee session, 1 hour  
(3) Affiliate Presidents' Caucus (20 people), 1.5 hours
- b) Allow adequate time at final banquet for installation of officers and awards.  
c) Determine length of convention with direction from AAW president & convention liaison.  
d) Allow adequate time for people to enjoy each other outside the structured program.
- No need to have three meal functions in every day or schedule programs back-to-back without any breaks.
- 1) Choose theme and logo, design artwork for AAW promotion of convention in annual report and next year's directory to be sent to secretary.  
2) Begin securing speakers  
3) If you choose to have exhibit area (trade show).  
a) Contract with exact dates, times of exposure to attendees, size of space, type of space, functions in the exhibit area to draw crowds, security, fees. (You may want to charge a commercial exhibitor a higher fee than an affiliate exhibitor.)  
4) Attend Mid-Year meeting. Listen for program ideas and special requests; evaluate how to handle AAW Committee meetings.  
a) Give firm hotel information and room rates in your Mid-Year report.

### **15 MONTHS**

- 1) Set up a tentative budget including registration fee necessary to cover cost. Registration fee should cover cost of meals, breaks, meeting rooms, annual report, registration materials, and tours.

The AAW Executive Committee as an example suggested the following budget.

<b>REVENUE:</b>		<b>DIRECT EXPENSES:</b>	
Sponsorships	\$16,000.00	Annual Report	\$3,000.00
Registrations 175@ \$250.00	\$43,750.00	Publicity	\$2,000.00
Other*	\$4,000.00	Hotel/Catering	\$44,000.00
		Administration**	\$2,000.00
<b>Total Revenue</b>	<b>63,750.00</b>	Postage/Supplies/Printing***	\$2,000.00
		Miscellaneous	\$750.00
		Speakers	\$10,000.00
		<b>Total Expenses</b>	<b>\$63,750.00</b>

\*Other: in-kind revenue

\*\*Administration: travel to preceding Convention & Mid-Year to report to executive committee and promote convention.

\*\*\*Postage/Supplies/Printing: stationery, convention program, etc.

- 2) Complete rough draft of program
- 3) Confirm speakers and request biographic material.
- 4) Coordinate fundraising efforts with AAW Finance chair including Silent Auction and/or other methods.
  - a) Silent Auction at Convention is a useful tool to raise money for AAW from member, affiliate and outside donations. A Silent Auction Chairman would need to arrange display area, schedule bidding times and receive payments and disperse items at the end of the meeting.

### **12 MONTHS**

- 1) Attend convention with as many of the committee members as possible and present formal convention report to Executive Committee and Board of Directors.
- 2) Promote your Convention to AAW delegates with special events during luncheon presentation.
- 3) Determine meeting room arrangements
  - a) Check with AAW President for her preferences in general business meeting and Board of Directors meeting.
- 4) Plan advanced publicity for Convention to go out with this Post-Convention's news releases. Coordinate with VP of Communications.
- 5) Create first releases for "the Voice".
- 6) Fundraising
  - Open checking account to handle the receipts and registrations.
  - Be willing to accept in-house services, free speakers, door prizes, etc., in lieu of money.
  - Check to see if hotel and chef are willing to utilize donated foods. If not, see they can be used in a hospitality setting, which is opened to delegates during special times.
- 7) Finalize budget, both income and expense needs and adhere to it!

### **9 MONTHS**

- 1) Compile bio material on speakers for publicity chairman, and plan schedule of news releases through "the Voice", affiliate newsletter, AAW website & national media.
- 2) Prepare registration form for Convention insert in the June issue of "the Voice" (May 15 deadline) and website.
  - a) Include:
    - Registration cost (Member, Guest, Full or Partial)
    - Tour cost
    - Hotel information
    - Cutoff for hotel registration
    - Hotel name, address, telephone number, and driving directions
    - Transportation information from airport if available.
    - Determine deadline for discount registration.
    - Include policy for registration refunds.

- 3) Send major fund raising mailing through finance chairman, convention chairman or any other effective source.
- 4) Check out liability insurance coverage and event cancellation insurance.

### **6 MONTHS**

- 1) Program should be firm with speakers committed.
- 2) Fundraising goal should be at 50%.
- 3) Draft program

- a) Be certain to include: Convention rules, day to day agenda with times, places and speakers; floor plan of conference center; lists of Executive Board and AAW Affiliates; any welcome letters you wish to include; convention sponsors and donors; and a promotion for the next year's convention and annual meeting.
- 4) The Executive Committee at the Mid-Year meeting must approve complete draft program.
- 5) Coordinate with Hotel Sales and Catering Director.
  - a) Rooms for each function
    - Room size and set-up
    - At least 2 microphones for business meeting
  - b) Meals/break count deadline
- 6) Tours
  - a) Contract for any buses that may be needed
  - b) Tours may be billed separately on registration to give you an accurate count and shield you from paying for empty seats.
  - c) Guest Tours can be either structured tours or personal tours with local area farmers. They can also be billed separately on registration.

### **3 MONTHS**

- 1) Finalize and print official program book of convention.
- 2) The Annual Report, which is composed of all the reports from AAW officers, committee chairs, affiliate presidents, etc., is compiled by the AAW Secretary, must be copied and assembled by the host affiliate and is their financial responsibility.
- 3) Send out letters to speakers requesting their needs for presentations, i.e. overhead projectors, screens, power point, and coordinate with hotel staff. Make sure that speakers are included in meal counts if they will be joining the group. Request copies of any presentation for membership.
- 4) Signs:
  - a) Meeting rooms
  - b) Donors
- 5) Meal functions:
  - a) Confirm menu for each meal
  - b) Table arrangements (Make certain the hotel knows that your people will be providing centerpieces for specified meal functions, and to expect them prior to the event.)
- 6) Arrange for hotel to receive shipments of materials especially for this Convention and publicize the address and person responsible.
- 7) Create Function cards, which tell you and hotel what is happening in each time slot of the Convention. Distribute to each arrangement person responsible for the day or function as a double check.
- 8) Check with AAW President for any last minute needs.
- 9) Fundraising should be 75% complete.
- 10) AAW VP of Communications should send out press releases in September and in October. Provide any information and help she needs and make sure they are sent to local newspaper, radio and television stations.

### **IMMEDIATELY PRIOR TO CONVENTION**

- 1) Line up local reporters and photographers from newspapers, radio stations and television for publicity during convention.
- 2) Arrangement chair should contact speakers to confirm arrangements and any last minute needs. Make sure all equipment, needed by speakers, will be available.
- 3) Designate hospitality chair to greet delegates and speakers.

- 4) Coordinate guaranteed meal counts with registration chairman and give them to the hotel 72 hours prior to any given function.
- 5) Contact Membership Chair to confirm voting status of registration list. Nametags should indicate whether voting member or guest.
- 6) Prepare registration packets

#### **AT CONVENTION**

- 1) Be prepared to meet speakers and special invited guests and confirm they have any special equipment they may need.
- 2) Arrangement chair should check room for each function in coordination with the hotel staff. Make sure meeting rooms are clearly marked for each session.
- 3) Provide MC for each program to keep on time and make any necessary introductions.
- 4) Opening ceremony will include a presentation of state flags from the affiliates attending. These may be inserted into a flower centerpiece for display.
- 5) A copier for Convention attendees should be available for use; determine the cost per copy.
- 6) Registration table should be manned during program hours.
- 7) If possible, pressroom should be available for convention publicity chair and AAW's Communications VP.
- 8) A hospitality room is at the discretion of the host affiliate.
- 9) Check in area for silent auction items.

#### **AFTER CONVENTION**

- 1) Evaluate and pass on suggestions to next committee.
- 2) Send thank you letters to all sponsors and speakers.
- 3) Return \$2,000 seed money to AAW.
- 4) If you have made a profit, consider returning a portion to AAW, since it was raised for the national organization annual meeting in its name.
- 5) Optional: Mailing to all convention attendees with listing of those who had attended.

#### **Overview of responsibilities:**

<b>AAW RESPONSIBILITY</b>	<b>HOST AFFILIATE RESPONSIBILITY</b>
Approve convention <u>bid</u>	Submit bid for approval
Determine length of convention with host	Choose site, hotel & meals
Approve draft of convention program at mid-year prior to convention	Draft program to include 6 hours AAW business meeting
Secretary/organize annual report	Procure speakers and fees
Provide agenda for Board of Directors Meeting	Fundraising
Provide agenda for Business meeting	Publicity/News releases/Voice, etc.
Installation of new officers	Copy & compile annual report
Award Plaques & presentations	Tour arrangements
One convention publicity news release	Decorations

Veritas award banquet meal for winner and guest Reasonable travel arrangements for Veritas winner if financially feasible One night's Hotel arrangements, if needed, for Veritas winner	Report to AAW at annual meeting prior to Convention with draft program and to promote to members.
	Report to AAW Executive Committee at Mid-Year to approve program
	Pay for President's hotel room

## AAW CREDENTIALS COMMITTEE

Prepare a master list for the appropriate categories of members in order to expedite registration and to assist in compiling the Credentials report for the first time of business of the convention. **An updated credentials report should be given prior to each business meeting.**

The treasurer should send you a list of those members whose dues are paid by September 30. When you receive registrations you will need to ascertain their membership status.

### CREDENTIALS REPORT SHOULD INCLUDE THE FOLLOWING:

Attached is a list of voting members registered for this convention as of \_\_\_\_\_ o'clock today.

**OFFICERS** \_\_\_\_\_

**VOTING MEMBERS** \_\_\_\_\_

**AFFILIATE DELEGATES** \_\_\_\_\_

**COMMITTEE CHAIRS** \_\_\_\_\_

***TOTAL VOTING MEMBERS*** \_\_\_\_\_

**GUESTS** \_\_\_\_\_

**Close with a motion.**

*"On behalf of the Credentials Committee, I move that the roll of delegates hereby submitted be the official roll of voting members for this convention."*

Name \_\_\_\_\_

Date \_\_\_\_\_



## American Agri-Women

### American Agri-Women Convention Bidding Form

American Agri-Women will accept bids for future conventions at least two (2) years in advance.

Please consider the possibility of hosting a convention. It offers several advantages. It can be a stimulus for your organization in getting your members involved. The convention would be accessible at lower cost to more of your members. It is an opportunity to inform others about the agriculture and attractions of your state.

As a host organization you accept the responsibility of choosing a convention chairperson with the approval of the AAW President. You will handle all the physical arrangements, breaks, decorations exhibits, etc. with the advice of the convention chairperson. The convention chairperson is responsible for planning the program and submitting it to the AAW Executive Committee and Board of Directors at their Mid-Year meeting prior to the convention approval.

All you must do at this time is to contact the Convention Bureaus for sites you are considering. Select a site that you feel is the most convenient for your members and offers facilities for about 300. When selecting dates try to avoid the week of state and national elections. Allow three days for the main body of the convention and one day before, for Executive Committee, Board and Committee meetings. Reserve tentative dates with the hotel and convention bureau.

Please encourage the Convention Bureau to exhibit during the convention prior to hosting.

Please fill out the information below in duplicate and return first (1<sup>st</sup>) copy to the AAW President and the second (2<sup>nd</sup>) to the AAW Secretary.

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRESIDENT \_\_\_\_\_ PHONE \_\_\_\_\_

CITY OR LOCALITY SELECTED \_\_\_\_\_

HOTEL \_\_\_\_\_

DATES RESERVED \_\_\_\_\_

CONVENTION CHAIRPERSON \_\_\_\_\_

SIGNED BY ORGANIZATION PRESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

Enclose a brochure if available.

Please add any descriptive comments about the site you have selected, such as attractiveness, facilities available or accessibility on the back of this sheet.

## **Convention Rules**

1. Badges will be required for admission to all meetings and social functions. Tickets must be presented for all tours and social functions.
2. Appropriate badges will be issued to guests and media upon registration.
3. Non-members of American Agri-Women will be issued badges at the convention according to status (unaffiliated groups, etc.) upon payment of any required registration fees.
4. Voting members will be issued special badges.
5. No smoking will be allowed in any of the meeting rooms or during meals.
6. A quorum shall consist of one-third of those voting members registered at the convention and must include at least three officers; five affiliate delegates and five commodity or issues chairs.
7. When making a motion or speaking in debate, to the microphone, address the chair, and, upon recognition, give your name, state and the name of your affiliate.
8. All main motions and amendments shall be presented to the secretary in writing and signed by the maker of the motion.
9. A speaker may speak for no more than two minutes on a question and no more than twice on the same question. No one may speak a second time on the same issue until all who wish to speak have been heard within the designated time frame. This rule will be strictly enforced.
10. When nominations are made from the floor, the same information sought by the nominating committee shall be filed with the secretary. No more than two minutes will be allowed for each nomination.
11. Emergency resolutions may be considered by 2/3-vote of the voting delegates registered at the convention.
12. Robert's Rules of Order, newly revised, shall be the parliamentary authority and shall govern proceedings not covered in these rules or AAW bylaws.
13. The executive committee will approve the minutes of this convention.
14. Cellular phones should be turned off or set to vibrate mode during all sessions.

### **AAW MEMBERSHIP AND DUES STRUCTURE**

AAW does not sell or release our membership list to any person, group or organization for commercial purposes.

#### **DUES: Membership**

There are five (5) classes of Individual membership:

- 1.) Individual Membership: all persons involved with agriculture who have paid the annual dues.
- 2.) Single Membership: in a state or commodity affiliate that pays an affiliate fee based on the number of its members, all members who wish to join AAW as individual members would pay the annual dues of \$30.00. Individuals who wish to join AAW but not any state or commodity affiliate would also pay \$30.00 dues.
- 3.) Individual Affiliate Membership: when the affiliate collects the AAW dues with its affiliate dues and forwards AAW dues with membership data to the AAW Membership Chairman, the dues shall be \$30.00 per year per member. If AAE dues are optional, then

the affiliate dues must be paid. Once an affiliate has dual membership, it will continue as dual membership. All future state affiliates will pay the dual membership.

4.) Collegiate Membership: college students wishing to join under single or individual memberships, may join at half the normal rate.

5.) Lifetime Membership: when an individual chooses to pay \$500.00 in one lump sum; or when an individual group wishes to gift a special member with a one time \$500.00 lifetime membership: that member enjoys all the rights and privileges of full yearly voting membership for her lifetime and joins the elite group of AAW leadership for special recognition.

#### Donor Members:

1. Silver Donor: when an individual chooses to give \$50.00 per year in addition to the single member fee: that member will appear on the silver honor roll to be published in the *Voice*.

2.) Gold Donor: when an individual chooses to pay \$100.00 per year in addition to the single member fee: that member shall appear on the golden honor roll to be published in the **Voice**, and will be recognized at the Annual Meeting.

**AFFILIATE MEMBERSHIP:** agricultural organizations that are approved by the membership committee and make annual contributions as follows:

	Commodity & Agribusiness Affiliates	State Affiliate (Granfathered)
1-500 members	\$25.00	\$50.00
501-1,000 members	50.00	100.00
1,001 – 1,500 members	75.00	150.00
1,501 – 2,000 members	100.00	200.00
2,001 – 2,500 members	125.00	250.00
2,500 + members	150.00	300.00

**ASSOCIATE NON-VOTING MEMBERSHIP:** Commodity and farm-related organizations who contribute annually \$200.00 or more.

**DONOR NON-VOTING MEMBERSHIP:** Non-farm businesses and organizations who contribute annually \$500.00 or more

## AAW JOB DESCRIPTIONS

### PRESIDENT – JOB DESCRIPTION

As stated in the Bylaws: “The President shall preside at all meetings except committee meetings; serve as an ex-officio member of all committees except the nominating and election committees; furnish a meeting agenda for each member; present an annual report for membership; confirm bills to be paid by the treasurer; appoint a parliamentarian; appoint committee chairmen and the convention coordinator; and such other duties as may be assigned by the Board of Directors or Executive Committee. The President (or appointee) will be the official spokesperson for AAW – only after policy has been approved by the Board of Directors and/or Executive Committee.”

1. Administer the office of President as defined in the AAW Bylaws and the Parliamentary Authority.
2. Administer the Strategic Plan, Prime Truth and Call to Power as shall be amended from time to time to keep current with issues of concern to AAW.
3. Must have been a member of AAW for at least three years prior to assuming this office.
4. Serve as a member of the Executive Committee for two years following the term as President.
5. Shall be active in promoting a better agricultural industry.
6. Assume office at the close of the annual meeting that concludes the term of First Vice President. Shall have appointments made and announce them soon after being installed.
7. Be the official spokesperson for AAW in accordance with policy approved by the Board of Directors or the Executive Committee.
8. Preside at meetings of the Executive Committee, Board of Directors and the Annual Meeting, and provide an agenda for those entitled to vote in each body.
9. Coordinate with AAW Resource Center President to schedule joint board meetings including budget prioritization sessions.
10. Appoint a qualified parliamentarian and seek advice as needed to comply with the rules of the organization and the adopted parliamentary authority.
11. Write a newsletter each month and include such other information as will strengthen communication. This shall be sent to state presidents, national chairpersons, affiliated groups and other key personnel within the organization.
12. Mail Committee Interest Form to affiliate presidents following convention through President’s newsletter. Committee chairpersons will be notified of respective members.
13. Send the newsletter to the editor of “*the VOICE*” in order that the editor might include pertinent information to inform the entire membership.
14. Represent AAW in as many places as time and energy permit. Delegate to others as deemed advisable.

15. Represent AAW with affiliated organizations and appointed positions during the presidential term.
16. Be the administrator of responsibilities assigned to others, including what expenses will be paid by AAW.
17. Monitor convention planning.
18. Appoint the chairman of the nominating committee after the others are elected. Endeavor to give geographical balance to the committee.
19. Arrange a place and schedule for the Mid-Year meeting.
20. Approve authorized bills prior to payment by the treasurer.
21. Approve plans of the bylaws and legislative committees.
22. Convention host affiliate will pay for the President's room at convention.

### **FIRST VICE PRESIDENT – JOB DESCRIPTION**

As stated in the Bylaws: “The first Vice President shall serve as an aide to the President, fill the office of President in the event of a vacancy, and coordinate the work of committees not otherwise assigned. This officer shall assume the office of President upon completion of the term. Committees shall be appointed and ready to begin working at the close of the annual meeting.”

1. Administer the office of First Vice President as defined in the AAW Bylaws and the Parliamentary Authority.
2. Must have served on the Board of Directors for at least one year prior to nomination and have attended a national convention within three years prior to the nomination.
3. Must make a commitment to serve as President upon completion of the term as First Vice President and as a member of the Executive Committee for two years following the term of president.
4. Shall recruit appointees preceding installation as president and announce them after installation.
5. Serve as Resolutions Chairperson and give appropriate reminders prior to the deadline for consideration at the annual meeting. The resolutions committee shall consist of the director of StART and the four coordinators. They shall monitor previous resolutions to keep them current.
6. Coordinate the following committees that relate to membership: new affiliates, promotion, and dues or mailing list. Assign duties such as keeping membership and mailing lists current, maintaining membership related brochures, and developing new affiliates.
7. Send a letter of welcome to all new members of AAW.
8. Prepare and present appropriate courtesy resolutions as deemed desirable, or as requested by the President.
9. Approve plans of work and establish a schedule for receiving reports from special projects. Report pertinent and timely information to the editor of *“the VOICE”*.
10. Send a letter including their responsibilities to AAW to new affiliate presidents

### **VICE PRESIDENT COMMUNICATIONS – JOB DESCRIPTION**

As stated in the Bylaws: “The Vice President of Communications shall coordinate the work of communications.”

1. Administer the office of Vice President of Communications in accordance with the AAW Bylaws and such other rules as shall be adopted.
2. Coordinate the work of communications, including editor of *“the VOICE”* and historian.
3. Send the following news releases and others as directed by the President, Executive Committee and/or Board of Directors.
  - One convention publicity news release
  - Announce Veritas Award Recipient(s) prior to convention
  - Announce Leaven Award winners(s) immediately following convention
  - Announce new officer information immediately following convention
3. Report to the President monthly, and more often if indicated.
4. Initiate the bidding process in odd years to seek or renew an editor of *“the VOICE”* and the manager of the website.
5. Maintain a current file of publications and persons to receive press releases.
6. Offer training to editors of affiliate newsletters as directed by the President.
7. Seek information from education, legislation, and director of StART and committee coordinators to include in news releases.

### **VICE PRESIDENT EDUCATION – JOB DESCRIPTION**

As stated in the Bylaws: “The Vice President of Education shall be chairman of the Education Committee and serve as liaison with the Resource Center Board.”

1. Administer the office of Vice President of Education as defined in the AAW Bylaws and such other rules and objectives as may be adopted.
2. Shall be responsible for scheduling and promoting the use of the AAW exhibit in accordance with rules approved by the Executive Committee.
3. Oversee the Education Committee that includes Consumer Education, Ag in the Classroom, Leadership, College Project, and Member Education. Approve plans of work to help establish goals of mutual concern, which avoid overlapping effort.
4. Serve as liaison with the Resource Center Board of Directors.
5. Make written reports to the president in accordance with a mutually established schedule.
6. Attend “Ag In The Classroom” national conference as the official representative of AAW.

### **SECRETARY – JOB DESCRIPTION**

As stated in the Bylaws: “The secretary shall keep in permanent form accurate minutes, including a record of attendance, of the Executive Committee, Board of Directors and the annual meeting; conduct related correspondence; and such other duties as assigned.

1. Administer the office of Secretary as defined in the AAW Bylaws and the adopted parliamentary authority.
2. Send a rough draft of the minutes to the parliamentarian and the President as soon after a meeting as possible for correction within a 30-day time line, prior to mailing them to those persons entitled to receive them. (Executive Committee and Board of Directors – members who are entitled to vote, plus the parliamentarian; for the AAW Annual meeting, the Executive Committee approves the accuracy of these minutes, therefore this body receives the minutes.)

3. Once the minutes of the annual meeting are approved, copies shall be sent to the Board of Directors, National Committee chairpersons, and the editor of "*the VOICE*". Send annual report to Board of Directors (affiliate presidents) not attending convention.
4. Provide forms and required written motions as desired to enable accuracy in the minutes.
5. When administrations change, the outgoing secretary is responsible for completing the process for the minutes related to the annual meeting. The incoming secretary should immediately send the minutes of the post-convention meeting to the outgoing secretary in order that they are included in the same mailing.
6. Order business cards and stationery and other printed materials for newly elected officers as directed by the President or Executive Committee.
7. Order nametags for newly elected officers and newly appointed chairpersons and others as authorized by the President.
8. Seek the necessary information to compile the AAW directory and arrange for printing by necessary deadlines. Distribute the directories in the most efficient manner at mid-year and mail to representatives not present at this meeting. Keep all directory corrections in the same directory for ease in tracking.
9. Prepare a request for funds to print the directory and submit to AAW Resource Center two months prior to printing.
10. Keep the President current on any changes in the directory and send changes to the all Executive Committee members.
11. Write letters of welcome to new affiliates and send directories. Verify names, addresses and telephone numbers of the officers.
12. When invitations are to be sent for a Legislative Reception in Washington D.C., secure the information from the legislative chairperson and have them printed on the AAW note cards.
13. Have the President include proxy forms with the newsletter with an explanation as to the appropriate use.
14. Send materials to the University of Michigan Archives as appropriate. (The file for the archives gives the necessary information.)
15. Maintain a calendar for the files to indicate an appropriate schedule for doing the job.
16. Seek annual reports from officers, appointees, affiliates, and AAW committees, to be compiled for the annual meeting. The form may be included in the President's September newsletter.
17. Arrange with the convention committee to have the annual reports copied, assembled, and ready for distribution at the convention site. Cost of copying will be considered a convention expense and added to the cost of registration or as an in-kind donation.
18. Send a "Thank You" to all donors along with a copy of the current directory.
19. Bring a grammar and style reference book to each AAW meeting to expedite grammatical corrections in policy statements.

### **TREASURER – JOB DESCRIPTION**

As stated in the Bylaws: "The Treasurer shall keep in permanent form a complete and accurate record of finances; receive all dues and contributions; pay bills within the limits of the adopted budget after approval of the President, or by order of the Executive Committee; submit financial reports to the Executive Committee as requested, to the Board of Directors at the Mid-Year meeting, and to the membership at the annual meeting; have the books compiled and reviewed by a certified public accountant following the close of the fiscal year in order to have the

reviewed financial report for the annual meeting; and deposit all monies in the name of American Agri-Women, Inc, in a bank approved by the Executive Committee. The treasurer is responsible for the coordination of mailing lists, finance and membership. She shall prepare an annual treasurer's report for the President and the Board of Directors; and she shall oversee the finance committee. The treasurer and Executive Committee shall be responsible for preparing the annual budget.

1. Administer the office of treasurer according to the duties of the office as defined in the AAW Bylaws and the Parliamentary Authority.
2. Submit financial reports to the Executive Committee as directed by that body; the Board of Directors at the Mid-Year and the annual meetings; and to the membership at the annual meeting with a report of review of accuracy by a CPA.
3. Prepare a proposed annual budget with the Executive Committee and present it in writing for adoption by the membership at the annual meeting.
4. If amendments to the adopted budget are necessary, present the proposed amendment to the Board of Directors at the Mid-Year meeting.
5. Pay bills within the limits of the adopted budget. If there is a question, confer with the President.
6. Send statements to state, national or commodity affiliates to remind them of dues payment, and notices when delinquent.
7. Close the books September 30 and submit them to the CPA for review prior to the annual meeting.
8. Deposit all monies in the name of American Agri-Women, Inc. in a depository approved by the Executive Committee.
9. Work closely with the finance committee and the membership committee; acknowledge all receipts.
10. Develop a voucher for requesting reimbursement for expenditures that will fit the categories of the budget.

#### **IMMEDIATE PAST PRESIDENT – JOB DESCRIPTION**

1. Serves as a voting member of the Executive Committee for two years following the term as President.
2. Serve as finance chairperson and make assignments to the members of the committee at a meeting following the annual meeting. Develop a schedule for reporting.
3. As finance chairperson, send letters to all past contributors, all persons on potential donor's list and others as decided.
4. Follow-up consists of telephone calls or letters as indicated. Mailings include copies of "*the VOICE*", project lists and AAW brochures.
5. Acknowledge all receipts.
6. Report to the President and the treasurer on a regular schedule.
7. Keep accurate records and up-to-date files of correspondence.
8. Distribute appropriate recognition to donors of at least one thousand dollars.

#### **GUIDELINES AND DUTIES OF THE EXECUTIVE COMMITTEE**

1. Meet prior to Mid-Year and the annual meeting of AAW and at other times if deemed advisable in accordance with the Bylaws. Business may be conducted by conference call if necessary.
2. Fill vacancies in the elected officers and nominating committee until the next annual meeting.
3. Approve a depository for AAW funds and arrange for bonding of the treasurer and other financial officers as deemed advisable.
4. Establish guidelines for reimbursement of travel expenses for official AAW business.
5. Approve program plans for the annual meeting.
6. In odd years approve the hiring of an editor for *“the VOICE”* and direct the publication of at least five issues per year and approve hiring of the website manager.
7. Complete any business referred to it by the Board of Directors from the membership at the annual meeting.
8. Have a joint meeting with the Resource Center Board of Directors at Mid-Year and Annual Meetings.

#### **PRESIDENTS OF AFFILIATE MEMBERS – JOB DESCRIPTION**

1. Serve as a voting member of the Board of Directors. If unable to attend a meeting, use the appropriate proxy form to designate the person authorized to represent your organization for that meeting.
2. Share information from the AAW President’s newsletter with your membership.
3. Remind your treasurer to pay AAW dues promptly. These are due to AAW in different months, but all must be paid before September 30 to be eligible to vote at the annual meeting.
4. Reply promptly to requests for nominations. Send names, addresses, telephone numbers and qualifications for consideration by the AAW nominating committee, the Leaven committee and the Veritas committee. Follow the information given on the form and be sure to meet the deadline.
5. After receiving Committee Interest Form from the President, distribute to interested members. Send the names, addresses and telephone numbers of all persons in your organization whom wish to serve on AAW committees to the committee chairperson.
6. Prepare reports from your affiliate for the mid-year and the annual meeting. Adhere to the amount of time allowed for scheduled speaking times.
7. When written reports do not meet the deadline, it becomes your responsibility to provide copies for distribution.
7. Send names, addresses and telephone numbers of officers to the AAW secretary as soon as there is a change.
8. Inform members of the member-only password for the AAW website.

#### **PARLIAMENTARIAN – JOB DESCRIPTION**

1. The President chooses the Parliamentarian. Knowledge of AAW bylaws and other adopted rules plus high proficiency in parliamentary rules according to Robert’s Rules of Order Newly Revised are necessary and some experience in advising national organizations is beneficial.
2. Advise the President and others as requested on parliamentary matters.

3. Review bylaws of affiliate(s) seeking membership in AAW.
4. Advise the AAW bylaws committee on wording for proposed amendments.
5. Interpret the rules that are in effect upon the request of the President. Call attention to actions which conflict with such rules.
6. Advise the convention program committee as requested by the AAW President regarding the credentials committee reports, convention rules and presenting the program for adoption. The credentials committee should give a written report prior to the beginning of all business meetings to determine the number necessary for a quorum.
7. Assists the President in writing a script for her guidance during the business meetings of the convention.

#### **HISTORIAN – JOB DESCRIPTION**

1. Appointed by the President and works under the direction of that officer. Cooperate with Vice President of Communications and editor of “*the VOICE*”.
2. Compile a photo album and scrapbook of AAW activities. Before convention, obtain adequate supplies to photograph the events, such as, scholarship recipients, Leaven award, Veritas award, new officers, program events and others as directed by the President.
3. Compile a scrapbook of articles from other publications. Include date and name of publication in which they appeared.
4. Record date, place and highlights of Mid-Year meeting.
5. Keep a copy of each year’s directory with the history.
6. Work with Vice President of Communications to assure that historical events are included in the history.
7. All supplies needed for the completion of this job are fully refunded by AAW.

#### **NOMINATING COMMITTEE – JOB DESCRIPTION**

1. A committee of four is elected at the annual meeting. One member is to be a carryover from the previous committee and one member is to be from the Resource Center Board. The chairperson is appointed by the President in an effort to give geographic balance to the committee. An alternate is also elected but not brought forward until the chair accepts a resignation or determines that the member should be removed.
2. The committee’s guidelines are the AAW Bylaws and the adopted Parliamentary Authority, Robert’s Rules of Order Newly Revised in the most recent edition.
3. When a member of the committee wishes to be considered for an office, it is recommended that the member resign from the committee and ask to be replaced by the alternate. Robert does not suggest that members of the committee are ineligible for office, but good will often suggest that it is not the most appropriate if there are others desiring the office. Note: Robert’s Rules preclude policies and states that committee members do not need to resign if they become a candidate for an office. The Executive Committee of AAW as an official body does not endorse a candidate.
4. Nominees shall be sought for all positions to be filled, including four members of the nominating committee, one of which is a carry-over and another is a Resource Board member. An alternate is also chosen for the committee. This committee shall also nominate directors to fill vacancies for the AAW Resource Center. Appropriate notice shall be sent to all AAW members through “*the VOICE*”.
5. Nominations from the floor are allowed, provided the consent of the nominee had been obtained.

6. Written consent of nominees should be secured from all nominees, indicating their willingness to serve if elected. These forms should be filed with the secretary of AAW at the time nominations are made.
7. Application forms for nominees shall require two signatures.

### **AWARDS COMMITTEES**

1. Appointed by the President to give recognition to persons contributing to the promotion of agriculture.
2. LEAVEN award is given to members of AAW for outstanding effort toward the work of AAW. The committee seeks nominations but the committee makes the decision.
3. VERITAS award is presented to persons who have given public witness to the pursuit of truth in accordance with AAW philosophy. AAW will invite the recipient to the awards banquet and pay for the meal for the recipient and one guest. If financially possible, AAW will pay for the recipient's travel and one night's lodging. The committee should check this with the President before the letter is written.
4. Evaluate previous guidelines and amend as necessary to reflect current priorities of AAW.
5. Provide a form for AAW members and affiliates to make nominations for the committee's consideration. This form shall be sent to all affiliates and be on the web site.
5. Develop and acquire the appropriate gifts for the recipients.

### **BYLAWS COMMITTEE**

1. Appointed by the President to review the bylaws and propose amendments as necessary to meet the needs of the organization.
2. Endeavor to seek support of the membership by allowing an opportunity to express opinions in developing changes. Use the democratic process to give ownership.
3. Meet deadlines as defined in the last article of the bylaws.
4. Seek advice from parliamentarian for procedure in the presenting of amendments in this meeting.

### **AAW COMMITTEES – JOB DESCRIPTIONS**

1. Committee chairpersons are appointed by the President for one-year terms and may be re-appointed.
2. The chairperson adds those persons who indicate interest in serving on the committee from the following sources:
  - Attend committee meetings and sign roster at national meetings.
  - Members of affiliates who serve on similar committees and whose names are sent by the affiliate President to the committee chairperson.
  - AAW members who request to be on your mailing list.
3. Keep committee members informed of events of interest or concern with periodic newsletters or contact.
4. Clear your plan of work with your AAW committee coordinator and send regular reports as scheduled.
5. Schedule a meeting of your committee at the AAW convention; this may be jointly with another committee. Any expenses for a speaker for committee meetings are a committee

expense and should be cleared with the President. If committees wish to combine their allowance to have a speaker for a joint meeting, it should be cleared with the President and a written request signed by the committee chairs that agree.

6. If action is desired by the membership at the AAW convention it must meet the deadline for resolutions and sent to the First Vice President.
7. Send itemized bills, as authorized, for reimbursement to the AAW treasurer. Up to \$100 annually, if funds are available and deemed by the President to benefit AAW may be used.
8. Communicate with the chairperson of legislation on matters of concern. Alert members of your committee if action is desired.
9. Submit at least one article for publication in an issue of “*the VOICE*” during the year.
10. Send an annual report to the AAW secretary for inclusion in the annual reports.

### **AAW StART: COORDINATORS AND COMMITTEE CHAIRS**

#### **Organization**

Within each broad subject, the AAW committees are organized as to function and commonality. The scope of issues related to the committee’s work generally strongly reflects the most relevant current issues and key ongoing issues within that particular field. Each committee chair is responsible for their subject area and reports directly to her StART coordinator, who in turn reports to the StART chair, who reports to the Executive Committee.

The sharing of information both with AAW and also the coordination with affiliates and commodity organizations regarding regional issues within the broad subject areas is strongly encouraged by AAW. Therefore, committee chairs are strongly encouraged to solicit a person from each affiliate in different areas of the country to be on her committee, thus maintaining a feedback loupe with affiliates and other agricultural organizations.

#### **Responsibility**

These lines of responsibility were established as a means of check and balance to facilitate efficient reporting of critical information up and down the organization, and to allow for quick and reasoned attention and response by AAW to the critical issues facing agriculture. For example, should a committee chair identify an issue that is of critical importance and that requires a rapid response from AAW, the reporting and suggested action through the AAW StART structure is meant to provide a consensus that is consistent with current AAW policy. The AAW Fax/Email Alert was set up to get an immediate response/action from members. Once information (the requested action) has been worked up by the committee chair, including background information and rationale, and is approved by her coordinator and StART chair, then it is sent on to the President to go out on the Alert System.

The function and makeup of the committee structure is also designed to provide ongoing feedback on issues as well as be the basis for an annual review of AAW policy by the committees and StART coordinators prior to the AAW Mid-Year meeting. The Mid-Year meeting is structured as the primary policy review and revision session for the organization. Policy and position papers are revised in preparation for the AAW Fly-In to Washington D.C. Therefore, it is critical for committee chairs and StART coordinator to review policy and prepare before coming to Mid-Year meeting.

Additionally, committee chairs and StART coordinators are strongly encouraged to develop a prioritized list of critical issue areas within their subject area, which will help AAW focus on the most critically relevant current issues.

#### Additional Reporting and Communications

Committee chairs and StART coordinators will be asked to provide written reports at AAW Mid-Year and Annual meetings. Critical issues of importance to the membership at large will be provided by writing articles for the AAW Voice newsletter, as directed by AAW VP of Communications and the AAW President. Committee chairs and StART coordinators will also be expected to update the membership at the Annual meeting.

#### Issue Updates

The various StART coordinators will receive emails with pertinence to issue and update information via an email issue update service that AAW subscribes to. StART coordinators should forward these updates to the various committee chairs for their use in maintaining background information and resources that can be used in policy formulation.

These updates will be forwarded by email to the StART coordinators and key AAW leadership by the StART chair. This information service is being funded by AAW's purchase of the rights to use information for our internal purposes only and it should be utilized as such a response.

#### **DIRECTOR OF StART**

1. Appointed by the President.
2. Be responsible for the administration of the Strategic Action Response Team.
3. Serves as a member of the resolutions committee.
4. Serves the same term as the President of AAW.
5. Up to \$300 annually for expenses of this position may be requested when deemed to benefit AAW if funds are available and has been approved by the President.

#### **COORDINATORS OF StART COMMITTEES**

1. Appointed by the President for a two-year term, to parallel the President's term.
2. Coordinates the work of related committees under the following groupings: Ag Business & Economics; Commodities; Natural Resources; and Public Understanding & Awareness.
3. Write articles as appropriate for "*the VOICE*".
4. Report regularly to the President.
5. Schedule meetings of your committees at Mid-Year and the annual convention.
6. Serve with the First Vice President on the resolutions committee.
7. Approve plans of work for your committees to avoid duplication of effort.
8. Up to \$300 annually for expenses of each Coordinator may be requested when deemed to benefit AAW if funds are available and has been approved by the President.

#### **FINANCES**

1. AAW stationery and name badges will be provided for officers and committees.
2. AAW committees will be allotted up to \$100 per year for postage, printing and other expenses, if funds are available. Itemized bills should be presented to the treasurer.
3. Speakers for committee meetings are a committee expense and should be discussed with the President before a commitment is made.

4. Officers will be reimbursed for travel of reasonable charge to the organization and lodging of ½ of the room charge for the Mid-Year and Annual Meetings. Auto mileage is figured at IRD rate for AAW business. Postage, copying and telephone may be covered, but no meals are included.
5. The President's travel expenses will be covered for Fly-In as well as lodging at ½ of the room charge.
6. Registration fees deemed to be in the interest of AAW may be authorized by the Executive Committee.
7. The Parliamentarian is not paid for time and professional skills, but reasonable travel expenses and ½ room charge will be paid by AAW.
8. The Historian will be reimbursed for film, developing, record books, etc. to compile a record of AAW activities.

### **SYMPOSIUM GUIDELINES**

- 1) The Symposium will remain a project of the Past President's Council with the immediate Past President acting as chairman.
- 2) Symposium invitations will be sent out with AAW reception invitations.
- 3) The Symposium and Fly-In publicity will be coordinated.
- 4) The Symposium books can be used as a fund-raising tool.
- 5) The chairman will coordinate the recording and transcription of Symposium presentations and remarks and placing them on the website.
- 6) Presenters, attendees, donors and selected individuals/groups will receive Symposium proceedings.
- 7) The Past President's Council will determine the topic by the end of the Mid-Year meeting with input from key AAW members. Speakers will be selected and the Past President's Council will make contacts.

### **AMERICAN AGRI-WOMEN MEMBERSHIP REQUESTS FOR FUNDING FROM AAW RESOURCE CENTER**

1. The American Agri-Women Resource Center Application for Funding form meets AAW's criteria for requests for funding through the AAWRC.
2. AAW President will sign applications for AAWRC funds, upon approval by the Executive Committee.
3. AAW will use funds received for the benefit of the AAW organization.

### **GENERAL REQUESTS FOR GRANT FUNDING WITH AMERICAN AGRI-WOMEN INVOLVEMENT**

1. The Executive Committee must approve funding requests made in the name of American Agri-Women.
2. Requests for funding must meet the purpose and further the goals of AAW.
3. AAW will maintain active communication with the AAW Resource Center to ensure no duplication of effort.
4. Accountability must be provided in the form of an income and expense report and a report on the effectiveness of the project. This may be a copy of the report provided to the granting

organization. The project leader will provide regular updates on the project at Mid-Year and Annual Meeting.

5. A timeline of the project from commencement to completion of the project will be provided.



DESIGNATED ALTERNATE

Please be advised that \_\_\_\_\_ has been  
(name)

authorized to represent \_\_\_\_\_  
(affiliate)

at the \_\_\_\_\_ to be held  
(name of meeting)

\_\_\_\_\_ at \_\_\_\_\_  
(date) (location)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Affiliate)

\_\_\_\_\_  
(Date)

Please have in the hands of the AAW Secretary by 5 days prior to the business meeting if the form is mailed, faxed or e-mailed. If the alternate is bringing the form to the business meeting, please give to the Secretary prior to the delegate's voting meetings.

E-Mail: [secretary@americanagriwomen.org](mailto:secretary@americanagriwomen.org)



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Have you held offices or provided leadership in any of these organizations? \_\_\_\_\_

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Have you had special training and experiences that you feel prepares you for the office you seek? \_\_\_\_\_

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Do you type? \_\_\_\_\_ Do you own a typewriter or computer? \_\_\_\_\_ If not, do you have someone who can type for you when necessary? \_\_\_\_\_

Please list the AAW Conventions you have attended: \_\_\_\_\_

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### Consent to Serve

Please note: Convention attendance is required of all nominees for office. If elected, officers are required to attend all Executive Committee meetings.

I agree to serve as a National Officer if I am nominated and elected. I assert that I am able to give the required time to the duties of such an office and there is nothing in my health or personal affairs to prevent my serving.

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

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### Endorsement

To be signed by the person(s) endorsing the candidate:

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Individual or officer of affiliate endorsing candidate)

Address \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Individual or officer of affiliate endorsing candidate)

Address \_\_\_\_\_

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Your cooperation is appreciated in completing this application. Please be sure all of the questions are answered and that the application is **signed, dated and endorsed**. Applications will not be considered if they are unsigned and do not have the proper endorsement. Mail this form, your resume' and additional information postmarked before the due date to the Nomination Chairman. Please include a photo for use in "**the Voice**"

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## AAW VERITAS AWARD Nomination Form

American Agri-Women presents the Veritas Award annually to the person or persons who have given public witness to “the pursuit of truth” in accordance with the principles enunciated in the AAW Statement of Philosophy, The Call to Power. Of specific interest is responsible media coverage of issues, events or personalities of importance to agriculture. Preference is give to persons of institutions who are not required to report on agricultural interest as a means of livelihood.

Coverage may include reporting (news stories, features, documentaries); (opinion editorials, commentaries, surveys), and pictorial representations, i.e. (photographs, & cartoons.

Name of Nominee: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Occupation of Nominee: \_\_\_\_\_  
 Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Reason this individual should receive the AAW Veritas Award: (continue on separate page if needed) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Geographic area covered by this individual: \_\_\_\_\_

As part of the nomination package, please include tapes; newspaper articles or other items that can help the Veritas Award Committee come to a good decision. The Committee will also be pleased to review any endorsement letters sent in support of an individual’s nomination.

Nominator: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

AAW will invite the recipient to the awards banquet, pay for the meal for recipient and one guest, and pay for one night’s lodging. If financially possible, AAW will pay for the reasonable travel expenses for the recipient.

**The deadline for nominations is: June 30th of current year. Please return nomination form to the Veritas Chair listed in the directory.**

## **Veritas Award Criteria Proposal**

Establish criteria and assign points to each.

### **1. Candidate is a reflection of Veritas – Total Points = 70**

<b>Valiant:</b>	To carry out with courage
<b>Effective:</b>	To produce a desired effect
<b>Resourceful:</b>	To be able to meet situations
<b>Initiative:</b>	To be ready to embark on bold new ventures
<b>Tenacity”</b>	To be persistent of purpose
<b>Acumen:</b>	To be keen and deep of perception
<b>Sincere:</b>	To be genuine in feeling and absent of hypocrisy

As the committee studies the nomination documents, they are to look for the above criteria and assign between 1 and 10 points to each of the 7 criteria.

### **2. Length of Service – Total Maximum Points = 10**

How long has this person pursued and promoted the “Truth” about Agriculture & AAW’s Goals?

Committee members are to assign between 1 and 10 points for the length of time candidate has demonstrated “Veritas” in his/her pursuit of the truth about agriculture and AAW goals.

### **3. Commitment – Total Maximum Points = 10**

To what extent is this person’s behavior compatible with and effective in advancing AAW’s goals & strategies and compliments the Call to Power.

As the committee studies the nomination packets, they are to look for references that are included in the AAW Goals and Strategies, as well as, the Call to Power statement

### **4. Public Relations & Media – Total Maximum Points = 10**

How visible is this person to the general public? How likely is it that this nominee will continue &/or improve in truth development & promotion activities? To what extend does the AAW membership know of the candidate?

The committee is to make special note of the candidate’s media coverage, including radio, television, and print media coverage; public speaking activities; and any other forms of outreach that helps promote his/her message.

For committee consideration:

1. The “selected” nominee should be able to attend Convention to receive the award. (If unable, this candidate could be deferred to the following year)

## AMERICAN AGRI-WOMEN AWARDS THE LEAVEN AWARD



*The LEAVEN Award is presented annually during the national convention of American Agri-Women. Recipients are nominated by AAW affiliates. An Awards Committee comprised of four (4) former Leaven Award Recipients makes the final selection. The first Awards Committee (1977) came up with the word "Leaven" as a means of evaluating the candidates. "Leaven" (yeast) is a small element that can interact and influence everything around it. It permeates and raises the elements it's mixed with. Leaven multiplies its effectiveness for good. AAW presents the LEAVEN AWARD to those persons who, to an outstanding degree, have acted as "leaven", a truly feminine concept since "lady" means giver of bread.*

Please submit the name of a person whom you feel is outstanding and deserving of recognition for efforts for agriculture and service to AAW. List the qualities and contributions that you feel are appropriate to American Agri-Women. There should only be one nominee per affiliate. Candidates must be members of American Agri-Women.

Submit one copy of the Nomination Form with this application form. Please mail or fax to the Award Committee Chairman.

**DATE DUE: August 1 of this calendar year**

It is imperative the forms be returned by this date so the Awards Committee has adequate time to make its determination. This takes time, as committee members must confer by mail, email, fax or telephone. Time is also needed for engraving the plaques. Your cooperation will be appreciated.

**EVALUATION: The qualities upon which to base your selection include the following:**

- (L)** Loyalty to the mission of American Agri-Women
- (E)** Enthusiasm
- (A)** Anticipatory (thinks and plans ahead; does not react to crises only)
- (V)** Valiant (has courage; overcomes any natural timidity)
- (E)** Effectiveness (exhibits ability to produce intended effects)
- (N)** Nurturing (encourages and helps develop talents and skills of others)

The Awards Committee will use an evaluation system, allotting from 1 to 10 points for each quality described by the person(s) making the nomination.

**PLEASE READ THE ENTIRE FORM CAREFULLY** -- Fill out the following

Name of Organization \_\_\_\_\_

Signatures (two officers):

Signature	Position	Date
Address	Phone/Fax	Email
Signature	Position	Date
Address	Phone/Fax	Email

**LEAVEN AWARD FORM GENERAL INSTRUCTIONS**

1. Read the entire form.
2. **For a candidate to be considered, the Leaven Chairperson must receive one copy of the application page with the affiliate officers' signatures, addresses, phone/fax numbers and email addresses; and the 2-page Nomination Form by the due date of August 1.** All parts of the Nomination Form must be filled in for the candidate to be considered.
3. The committee will give consideration to a candidate's achievements, be they on a state, regional or national scale.
4. You may include additional information; comments and letters of support that you feel may strengthen your candidates' qualifications.

\* \* \* \* \*

## GUIDELINES FOR NOMINATION AND SCORING FOR LEAVEN AWARD

(These guidelines were approved November, 1983, and revised 1990, 2000, & 2004)

1. The L E A V E N Award is the highest award given to American Agri-Women members.
2. The L E A V E N Award shall be reserved for those **members in good standing** whose service to AAW is performed on a volunteer basis.
3. Since sixty (60) points is the top score – the standard for selection of a recipient should be fifty (50) or above. **A maximum of three (3) awards may be given annually.**
4. The Awards Committee shall be comprised of at least four (4) of the former Leaven Award recipients. The President shall appoint the Chairperson.
5. Nomination forms will be available on the website and will be given to affiliates at the AAW Mid-Year meeting.
6. Completed forms are to be received by August 1. Late forms will not receive any consideration.
7. An affiliate group must recommend a candidate. Each affiliate can nominate one candidate annually.
8. Forms should be filled out completely with support evidence where applicable.
9. An Affiliate should be notified to allow possibility of having recipient present to receive the Award, but the nominee should not be told of her/his selection as recipient.
10. An engraved plaque will be presented to each recipient.
11. The Chairperson will furnish information to the Vice President Communication for preparation of a news release. V. P. Communication will also provide pictures.

NOTE: It was recommended the Executive Committee consider establishing an "Ag Service" or other appropriate award as recognition for deserving persons not eligible for the Leaven Award.

## AMERICAN AGRI-WOMEN LEAVEN AWARD

PLEASE PRINT OR TYPE

Name of candidate \_\_\_\_\_

Address \_\_\_\_\_

(L) LOYALTY *to the mission of AAW*

(E) ENTHUSIASM

(A) ANTICIPATORY *(Thinks and plans ahead; does not react to crises only.)*

(V) VALIANT *(Has courage; overcomes any natural timidity.)*

(E) EFFECTIVENESS (*Exhibits ability to produce intended effects.*)

(N) NUTURING (*Encourages and helps develop talents and skills of others.*)

Please write a paragraph (not to exceed 250 words) about the candidate's relation to/interest in agriculture (raised on a farm, in agri-business, owns lands etc.)

DO NOT WRITE BELOW THIS LINE

-----

(L) \_\_\_\_\_ (E) \_\_\_\_\_ (A) \_\_\_\_\_ (V) \_\_\_\_\_ (E) \_\_\_\_\_ (N) \_\_\_\_\_

TOTAL \_\_\_\_\_

# AAW RESOURCE CENTER POLICY MANUAL

Revised April 5, 2002  
 Revised March 28, 2003  
 Revised November 6, 2003  
 Revised November 6, 2009

## **BOARD OF DIRECTORS**

The American Agri-Women Resource Center (also referred to as Resource Center or Center in the following) was incorporated in 1974 as a nonprofit corporation. The Center supports the educational funding activities of American Agri-Women (AAW) by receiving and administering private gifts for the benefit of AAW. The Center is governed by a Board of Directors.

The Board of Directors is concerned about the value and importance of American Agri-Women in particular and agriculture in general. They recognize that AAW must be adequately financed to achieve its vision and mission. Significant private financial assistance is critical to attaining and maintaining successful educational programs of quality.

- I. Qualifications for a Director
  - A. Director nominees shall be dedicated to the goals and objectives of American Agri-Women.
  - B. They shall be willing to spend time and utilize their abilities to participate where most needed.
  - C. They shall have knowledge of people who can be encouraged to support AAW.
  - D. They shall understand management skills that can be applied to AAW Resource Center affairs.
  - E. They shall be members of American Agri-Women in good standing (dues paid).
  
- II. Requirement of a Director
  - A. Commitment:
    1. Directors shall acquire and maintain a comprehensive knowledge of AAW, its programs and financial condition.
    2. They shall use their knowledge and experience to the benefit of the Resource Center.
    3. They shall promote the Resource Center to AAW members, the general public and potential donors.
    4. They shall recognize and avoid potential conflicts of interest.
    5. They shall be encouraged to make annual contributions to the AAW Resource Center.
  
  - B. Time of a Director
    1. Directors shall serve a term of three (3) years. Maximum of two (2) consecutive terms. A Director can be re-elected after spending time off the board.
    2. Directors are expected to regularly attend the board meetings held in the spring at AAW Mid-year meeting and in the fall at AAW Annual Meeting.
    3. Directors should serve on at least one committee in the AAW Resource Center in the area of her interest or special expertise.

4. Committees such as: DAA Scholarship, Helen Whitmore Scholarship, Public Relations, By-Laws and Policy Procedures, Fundraising (members, foundations/organizations, other appeals), Special Projects.

C. Responsibilities of a Director

1. Directors shall actively participate in board and committee meetings.
2. They shall become involved directly or indirectly in fund-raising efforts.
3. They shall exert influence on behalf of the Resource Center inside and outside the AAW arena.
4. They shall support AAW and the Resource Center in ways consistent with individual ability and opportunity.

### **OFFICERS**

The Resource Center Board of Directors will annually elect their officers. A nominating committee consisting of outgoing director(s) shall submit nominees for vacant officer positions. Officer criteria shall be:

1. Has actively served one year as a Resource Center director.
2. Shall possess communication skills.
3. There shall be no hierarchy in election of officers.

### **PRESIDENT**

1. Administer the office of President as defined in the AAW RC Bylaws and the Parliamentary Authority.
2. Preside at meetings of the Executive Committee and Board of Directors and provide an agenda.
3. Fill vacancies within the Board of Directors until the next annual meeting.
4. Approve authorized grant requests prior to payment by the treasurer.

### **VICE PRESIDENT**

1. Serve as an aid to the President and serve in her absence.
2. Assume the office of the President in the event of a vacancy in that office until a successor for either position is duly elected.
3. Coordinate the research of funding opportunity and educational materials.

### **SECRETARY**

1. Administer the office of Secretary as defined in the AAW RC Bylaws and the Parliamentary Authority.
2. Mail the minutes within 30 days of the meeting.

### **TREASURER**

1. Deposit funds received in the name of the Center in a financial institution designated by the Board of Directors.
2. Maintain a complete and accurate record of annual finances in accordance with the AICPA Standards of Accounting and Financial Reporting for non-profit organizations, and at the end of each fiscal year, forward the completed records to the AAW Resource Center "Keeper" who shall be the tax preparer.

3. Receive all moneys, grants, gifts, donations and pay all bills after approval of the President or by order of the Board of Directors.
4. All grants, donations, etc., received by the Center that have a designated purpose shall be disbursed by the treasurer only in conjunction with the stated purpose of the donor's cover letter of intent for such moneys.
5. Prepare an annual budget for adoption by the Board of Directors at the annual meeting.
6. Submit the financial records to a reviewer or reviewing committee each fiscal year. Provide their report to the membership at the annual meeting of the Center.
7. Send a letter receipt of donation to the donor.

### **COMMITTEES**

Each Resource Center committee will have at least one Board of Director member on the committee who will serve as a committee chair. Additional board members or other AAW members will make up the remaining committee positions. The roles of each committee are as follows:

1. DAA Scholarship – Promote scholarships and scholarship winners, distribute applications, make decisions as to scholarship recipients, assist with scholarship fundraising.
2. Helen Whitmore Scholarship – Promote scholarships and scholarship winners, distribute applications, make decisions as to scholarship recipients, and assist with scholarship fundraising.
3. Public Relations – Develop general promotional materials for consideration and use of the Resource Center Board, including, but not limited to: brochures, letterhead, website, etc.
4. By-Laws and Policy & Procedures – Regularly review and develop proposals for updates of the Resource Center By-Laws and Policy & Procedures to be considered by the Resource Center Board.
5. Fundraising (members, foundations/organizations, other appeals) – work on developing funding: sources, appeals and proposals. The Resource Center fundraising committee should consist of Resource Center members with expertise in and/or an interest in fundraising. The committee should include the AAW Finance Chair and AAW Treasurer.
6. Special Projects: Details of roles depend on project.

### **RECEIVING AND DISTRIBUTING MONIES**

Solicitation of, acceptance of, and facilitating the giving and receiving of private gifts for the benefit of AAW and the AAW Resource Center and their related programs is the prime mission of the Fundraising Committee. The relationship with, and the stewardship of their gifts are of utmost importance.

### **CRITERIA FOR SOLICITING FUNDS**

- A. The AAW Fundraising Committee shall actively pursue gifts and donations from:
1. Corporate and Organizational sources
  2. Charitable foundations and granting organizations
  3. American Agri-Women members
  4. The Public at large

### **CRITERIA FOR ACCEPTING FUNDS**

- A. In acceptance of these gifts the following criteria will be considered.

1. Will the acceptance of the gift further the goals of the AAW Resource Center?
2. Can the AAW Resource Center administer the gift in accordance with the wishes of the donor?
3. Can the AAW Resource Center receive the gift and utilize it in an efficient manner?

### **CRITERIA FOR DISTRIBUTING FUNDS**

A. Donations designated for specific programs may include but not be limited to the following:

1. Scholarship Funds (DAA and Helen Whitmore)
2. Leadership Development Fund
3. Convention and Mid Year
4. The Voice (AAW Newsletter)
5. Speakers
6. Education materials and programs Educational Outreach
7. College Project Fund
8. Mentor Program Fund
9. Membership Education Fund
10. Grant Awards for specific programs
11. Other donations designed to particular programs

B. Funds that have been raised for specific purposes may be requested at any time by the person coordinating the project or by a Resource Center Board Member or an AAW Executive Committee member on behalf of the project. This request should be made in writing and state how the funds will be used.

The request must be in writing, a letter is sufficient, stating what the funds will be used for and when the funds will be used. The funds may only be used and requested for projects that have been approved by the Resource Center Board or AAW board (or Executive Committee). If approval has come from the AAW Board of Executive Committee a record of that approval must be provided to the Resource Center prior to or at the first request for funds dispersal, a request submitted by AAW Executive member will be considered as an approval. Funds dispersed thereafter only require the basic written request. Requests that follow these criteria may be dispersed by the Resource Center Treasurer without further Resource Center Board action.

C. AAW projects for consideration of fund raising assistance by the Resource Center shall meet the following criteria:

1. Project must meet the purpose of AAW
2. Project must be approved by the AAW Board
3. Approved short project proposal must be submitted to the Resource Center Board for consideration

D. Unrestricted funds given in support of AAW and the Resource Center will be used with the approval of the Resource Center Board of Directors to further the goals of these organizations where the need is the greatest.

E. The Resource Center will allocate unrestricted funds twice a year. In order for a funding proposal to be considered at these board meetings, it will need to be received at least (7) seven

weeks prior to the board meeting. The person submitting the funding request must complete the appropriate application form with documentation. AAW projects must have the approval of the AAW Board.

The Resource Center, in its funding of grants and awards through unrestricted funds, shall endeavor to:

1. Make a positive and direct impact on agricultural education.
2. Require performance and results from the beneficiaries of these funds (report back to the Resource Center Board describing the educational benefits and results achieved because of the award.)
  - a. Require funds not fully utilized for specific proposal funded, be returned to the Resource Center.
3. Fund activities that impact as many people as possible
4. Enhance a partnership between the unrestricted funds of the Resource Center and the programs of the AAW.
5. Utilize the purpose and objectives of the Resource Center and the goals, mission and vision of AAW when making funding decisions.
6. Not fund activities that can be better funded by other groups, sources or agencies.

## **AMERICAN AGRI-WOMEN RESOURCE CENTER**

### **HELEN WHITMORE MEMORIAL SCHOLARSHIP INFORMATION PARTIAL SCHOLARSHIPS FOR CONVENTION ATTENDANCE**

To: AAW Affiliate Presidents

From: Resource Center Scholarship Chair

**Background:** The Resource Center offers \$400 scholarships for women to attend the AAW Annual Convention with funds from the Helen Whitmore Memorial Fund.

**Purpose:** To encourage an awareness of AAW in young women, to increase active involvement in AAW, and to challenge them to have an influence on their peers.

#### **Guidelines:**

- ◆ Each affiliate president may submit one application per affiliate, for a woman from 18-40 years of age, who has not been active in AAW, and has not attended an AAW Convention as a full time participant.
- ◆ Affiliates are encouraged to provide additional funds, if needed, and assist with housing, travel and registration arrangements for their scholarship recipient.
- ◆ Applicants must have an agriculture relationship and interest.
- ◆ Recipients are required to write a report on their convention experience. Reports or excerpts will be used in the *AAW Voice* and affiliate newsletters.
- ◆ Recipients do not have to be a current AAW member, but must agree to join for the current membership year. If they wish to vote at the current year's Convention, dues must be paid to

the AAW treasurer by September 30th. Recipients are also encouraged to join a local affiliate.

- ◆ Application form is to be signed by the applicant and the president/or other designated officer.

**DEADLINE:**

- ◆ **Application postmark date is August 15** of the current year.
- ◆ Please call, fax or e-mail to the above address that you are submitting an application and the name. This is extremely important in case of a delay in the mail.
- ◆ Winners and their affiliate president will be notified by September 15th of the current year.
- ◆ **Affiliate presidents** will need to see that the scholarship winners get **registered at the early registration rate**; all winners are eligible for this rate, but need to get it in as soon as possible.
- ◆ Scholarship recipients are expected to **attend the full convention**.

The Resource Center depends upon donations and grants to continue and increase all AAW educational programs and projects. We encourage you to promote donations to the Center. It is a 501 ©(3) educational, nonprofit corporation. Donations are tax deductible to the extent of the current IRS regulations.

Regular donations and those made “in honor or in memory” are accepted and acknowledged. Donations can be sent to the AAW Resource Treasurer. You may designate funds to either general fund or to a specific project, such as the Whitmore Fund. Information on other programs is available from the treasurer.

On behalf of the AAW Resource Center Board of Directors, we appreciate your assistance and support. Thank you for supporting this project and helping to build a stronger American Agri-Women organization.

**AMERICAN AGRI-WOMEN RESOURCE CENTER**  
**SCHOLARSHIP APPLICATIONS**

**HELEN WHITMORE MEMORIAL SCHOLARSHIP**

The AAW Resource Center will be awarding \$400 scholarships to women from 18-40 years of age, and who have not previously participated as a full time delegate to an AAW Convention. See letter for full guidelines.

**DEADLINE:** Postmark by **August 15th** of the current year.

**SEND TO:** Scholarship Chair

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE, FAX, E-MAIL:** \_\_\_\_\_

**Sponsoring Affiliate:** \_\_\_\_\_

**Current Affiliate Membership, if any:** \_\_\_\_\_

Recipients do not have to hold current membership, but must agree to join AAW and are encouraged to also join a local affiliate. Recipients are expected to attend the entire convention.

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Applicant's signature and date

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Affiliate President or designated officer signature and date



## **Daughters of American Agriculture Scholarships for further education**

The DAA Foundation provides \$500 scholarships to farm, ranch and agribusiness women or their daughters in two categories: the Jean Ibendahl scholarship to high school graduates age 18-23 and the Sister Thomas More Bertels scholarship to women age 24 and over. Scholarship funds may be used for accredited courses in agricultural leadership, communications, rural sociology, medicine, or other courses directly related to agriculture.

### **ELIGIBILITY:**

- Must be a farmer, rancher or be the wife, daughter or other close relative of a farmer, rancher or other person employed in agriculture.
- There must be an economic or financial need.
- Knowledge of or work experience in agriculture.
- Grade Point Average or placement on tests are considered. Scholarship funds may be used for tuition for recognized courses in ag leadership, technology, communications, education, rural sociology, medicine or other courses directly related to agriculture and the needs in agricultural communities.

### **CRITERIA FOR AWARD:**

- Scholarship money will be used for tuition.
- Scholarship awards will be granted only once per individual.

### **INSTRUCTIONS:**

Applications and further information may be obtained from the current Scholarship Chairman.

Applicants must agree to give personal and family financial information, which will be kept confidential, and sign the creed which appears in this brochure.

Applications must be received by June 1.

## **Gail McPherson Scholarship for AAW Fly-In attendance**

This scholarship was named to honor Gail McPherson of Pennsylvania. Gail was a founding mother of American AgriWomen and a past president of the Resource Center. She was proficient in parliamentary procedure, she was chair of the by-laws committee and author of many pertinent resolutions. Gail was instrumental in the creation of the first AAW Fly-In.

This scholarship is available to any AAW member to attend the annual AAW Fly-In held in June of each year in Washington, DC. The applicant may be any age, but cannot have attended a past Fly-In. Only one applicant per affiliate will be accepted.

This scholarship is for \$400. Applications are due by **April 15th** of each year.

**GAIL McPHERSON FLY-IN SCHOLARSHIP**

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

CURRENT AFFILIATE MEMBERSHIP \_\_\_\_\_

1. What is your current or previous background relating to agriculture?

2. List your volunteer service, with special emphasis on your involvement in AAW or your state affiliate.

3. Why would you like to attend Fly-In?

4. Write a short essay on your educational background, leadership roles, current and future goals.

5. How will you share your Fly-In experiences with other members?

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Scholarship Applications are due April 15<sup>th</sup> of current year.  
Send application to: Current Scholarship Chairman**

**AMERICAN AGRI-WOMEN RESOURCE CENTER DONATION FORM**

Before we can ask outside donors to give to our organization, we need to invest in our own organization. Please help us in our fund drive. No donation is too small (or too large!)

I would like to donate \$ \_\_\_\_\_ at this time.

Please designate where you would like your money to go. If there is no designation, the money will go into the general fund,

**Daughters of American Agriculture (for further education)**

\_\_\_\_\_ Jean Ibendahl (ages 18-23)

\_\_\_\_\_ Sister Thomas More Bertels (ages 24+)

\*\*\*\*\*

\_\_\_\_\_ Helen Whitmore Convention Scholarship

\_\_\_\_\_ Gail McPherson Fly-In Scholarship

\_\_\_\_\_ Education & Leadership Development Fund

\_\_\_\_\_ College Project

Is your gift given as: (please designate as above as well)

\_\_\_\_\_ Memorial gift in remembrance of \_\_\_\_\_

\_\_\_\_\_ In Honor of gift \_\_\_\_\_

Address for either if notice is to be sent \_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Checks should be made payable to AAW Resource Center. All donations are tax deductible.

Please send donations to current AAW Resource Center Treasurer.

Thank you for your contribution.

\_\_\_\_\_



7. Time-line for project, including when funding will be needed.

8. Who will be responsible and involved in planning, implementing and evaluating the project?

9. Proposed Budget, please list other sources of funding and in-kind support. Please specify what funding will be used for.

10. Has this project been approved by the AAW Board? \_\_\_\_ Yes \_\_\_\_ No (Projects must be approved to receive consideration)

Date of Approval \_\_\_\_\_

Please return this application to the AAW Resource Center President. Refer to the current AAW Directory for contact information.

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Date Request Received by AAW Resource Center \_\_\_\_\_ By Whom \_\_\_\_\_