

## TAAA&S Officer Job Descriptions and Succession Order

**3-1 Succession for Board of Directors (NOTE: the TAAA&S board consists of a total of 11 voting members including the 6 listed in this table).**

	Past Pres	President	Pres Elect	1 <sup>st</sup> V Pres	2 <sup>nd</sup> VP	3 <sup>rd</sup> VP
<b>2008-09</b>	D. Yates	B. Wyatt	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle
<b>2009-10</b>	B. Wyatt	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle	T. McKinley
<b>2010-11</b>	C. Kimbro	M. Bedwell	B. Muller	A. Tuggle	T. McKinley	T. Dugger
<b>2011-12</b>	M. Bedwell	B. Muller	A. Tuggle	T. McKinley	T. Dugger	S. Barker
<b>2012-13</b>	B. Muller	A. Tuggle	A. Shelton	T. Dugger	S. Barker	A. Hopkins
<b>2013-14</b>	A. Tuggle	A. Shelton	T. Dugger	S. Barker	A. Hopkins	R. Goodman
<b>2014-15</b>	A. Shelton	T. Dugger	S. Barker	A. Hopkins	R. Goodman	J.Stefanski
<b>2015-16</b>	T. Dugger	S. Barker	A. Hopkins	R. Goodman	J.Stefanski	S Huff
<b>2016-17</b>	S. Barker	A. Hopkins	R. Goodman	J.Stefanski	S Huff	C Cooper
<b>2017-18</b>	A. Hopkins	R. Goodman	J.Stefanski	S Huff	C Cooper	A Dismukes
<b>2018-19</b>	R. Goodman	J.Stefanski	S Huff	C Cooper	A Dismukes	A smith
<b>2019-20</b>	J.Stefanski		C Cooper	A Dismukes	A Smith	L Mobley
<b>2020-21</b>	J Stefanski	C Cooper	C Hicks	A Smith	L Mobley	J DeKoff
<b>2021-22</b>	C Cooper	C Hicks	A Smith	L. Mobley	J DeKoff	Eastern
<b>2022-23</b>	C Hicks	A Smith	L. Mobley	J DeKoff	Eastern	Western
<b>2023-24</b>	A Smith	L. Mobley	J DeKoff	Eastern	Western	Central
<b>2024-25</b>	L. Mobley	J DeKoff	Eastern	Western	Central	Eastern
<b>2025-26</b>	J DeKoff	Eastern	Western	Central	Eastern	Western

### 3-2 Succession of Members of TAAA&S Foundation Board

	Past Pres 3	Past Pres 2	Past Pres	Pres	3 <sup>rd</sup> V Pres	Treas
<b>2014-15</b>	B Muller	A Tuggle	A Shelton	T Dugger	J Stefanski	D Bilderback
<b>2015-16</b>	A Tuggle	A Shelton	T Dugger	S Barker	S Huff	D Bilderback
<b>2016-17</b>	A Shelton	T Dugger	S Barker	A Hopkins	C. Cooper	A. Mathenia
<b>2017-18</b>	T Dugger	S Barker	A Hopkins	R Goodman	A Dismukes	A. Mathenia
<b>2018-19</b>	S Barker	A Hopkins	R Goodman	J Stefanski	A Smith	A Mathenia
<b>2019-20</b>	A Hopkins	R Goodman	J Stefanski	S Huff	L Mobley	A Mathenia
<b>2020-21</b>	R Goodman	J Stefanski		C Cooper	Central	Treas
<b>2021-22</b>	J Stefanski		C Cooper	C Hicks	Eastern	Treas
<b>2022-23</b>		C Cooper	C Hicks	A Smith	Western	Treas
<b>2023-24</b>	C Cooper	C Hicks	A Smith	Western	Central	Treas
<b>2024-25</b>	C Hicks	A Smith	Western	Central	Eastern	Treas
<b>2025-26</b>	A Smith	Western	Central	Eastern	Western	Treas
<b>2026-27</b>	Western	Central	Eastern	Western	Central	Treas
<b>2027-28</b>	Central	Eastern	Western	Central	Eastern	Treas

**3-2-1** Past President shall serve as chair of the foundation Board. Past President will take minutes or designate another board member to take minutes. The foundation Board shall meet at least once annually, preferably at the association’s annual meeting and at any other time as needed. Board meetings may be called for from the current foundation board or the current state board or at the request of the membership. (December, 2014)

**3-2-2** In the event that a foundation board member should retire or leave Extension during their term then their replacement would come first from a past state president or

second from a past state board member from that region to fulfill the unfurnished term.  
(2019)

### **3-3 Job Description for TAAA&S President**

- Call and preside over all Board meetings and annual business meeting. Board meetings are usually held during the annual TAAA&S state meeting, the Farm Bureau State Annual Meeting in December and at other times as deemed necessary by the President.
- Work with the state secretary and treasurer in meeting the NACAA membership deadline.
- Attend the NACAA AM/PIC and fulfill the following duties relevant to the AM/PIC
  - Attend state officers' workshop
  - Serve as TN flag bearer in opening ceremony
  - Coordinate States Night Out
  - Attend voting delegates breakfast
  - Attend Southern Region Meeting and give report on Tennessee attendance at AM/PIC
  - Attend delegate session
  - Attend state presidents and vice-presidents luncheon
  - Notify the state treasurer of those eligible for travel supplement under policy section 2-2
- Select the state voting delegates for the NACAA AM/PIC.
- Receive and disburse correspondence from NACAA as needed/required to the appropriate state officer/member.
- Work/assist with all officers in completing their duties.
- Inform the treasurer when appropriate to issue checks for needed expenses, awards, etc and approve all expenditures of the Association.
- Moderate luncheon at the annual Farm Bureau State Annual Meeting.
- Work with appropriate officer/s in planning/conducting activities of the organization.
- Attend the JCEP sponsored Public Issues and Leadership Development Conference

(PILD) in Washington DC held each spring.

- Attend the JCEP Conference usually held in late winter.
- Be prepared to attend another of the state association's annual meeting representing TAAA&S when asked.
- Attend the Joint Association Meetings with Extension Administration.
- Understand the association by-laws and adhere to the guidelines/deadlines within.
- Keep the membership updated by e-mail on association business as needed throughout the year.
- Appoint an Audit Committee each year.
- Appoint a Nominating Committee for the Board of Directors each year; Nominating Committee to be chaired by the 1<sup>st</sup> vice president.
- Issue the official "call for annual meeting" each year.
- Call annual meeting of the TAAA&S Foundation Board and other meetings of this board as needed.
- Coordinate any proposed changes to the Association Constitution and By-Laws.
- Conduct state and region officer orientation at state meeting.

### **3-4 Job Description for TAAA&S President Elect**

- The primary responsibility of the President-elect is to plan and coordinate the annual state meeting. This involves contacting potential sponsors, finding and negotiating with a hotel, meeting publicity activities, handling registration for the meeting, and developing the professional development program including any tours. Maintain sponsor list and forward each year to the new president-elect.
- The President-elect also assists the President with his duties in order to obtain institutional knowledge and ensure a smooth transition.
- Attend state TAAA&S meeting.

- Attend PILD and JCEP
- Attend the Joint Association Meetings with Extension Administration.
- Attend NACAA AM/PIC.
  - Attend state officers' workshop
  - Attend voting delegates breakfast
  - Attend delegate session
  - Attend state presidents and vice-presidents luncheon

### **3-5 Job Description for TAAA&S First Vice President**

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
  - Attend state officers' workshop
  - Attend voting delegates breakfast
  - Attend delegate session
  - Attend state presidents and vice-presidents luncheon
- Make committee assignments according to those rotating off. Each committee has a chair and vice-chair position.
- Chair the Nominating Committee for the Board of Directors
- Represent TAAA&S in joint planning effort with other associations to conduct legislative contacts.

### **3-6 Job Description for TAAA&S Second Vice President**

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
  - Attend state officers' workshop
  - If a voting delegate, attend voting delegates breakfast
  - If a voting delegate, attend delegate session
  - Attend state presidents and vice-presidents luncheon

- Assist secretary in compiling annual report.
- Assist committee chairs and committees in completing duties.

### **3-7 Job Description for TAAA&S Third Vice President**

- Assist the President with any special projects and duties when requested.
- Attend state TAAA&S meeting.
- Attend NACAA AM/PIC.
  - Attend state officers' workshop
  - If a voting delegate, attend voting delegates breakfast
  - If a voting delegate, attend delegate session
  - Attend state presidents and vice-presidents luncheon
- Serve as contact person between board and volunteer webmaster with assistance from the state secretary. Oversee content of web page.

### **3-8 Job Description for TAAA&S Past President**

- Assist the president as needed and provide guidance and support
- Attend all Board meetings
- Assist newer Board members in the completion of their duties as needed
- Help with all Board functions.
- Serve as parliamentarian for the business portion of the annual meeting and Board meetings as necessary
- Attend the Joint Association Meetings with Extension Administration.

### **3-9 Job Description for TAAA&S Secretary**

#### **December/January**

- Attend board meeting at Farm Bureau convention-take minutes
- Attend Farm Bureau Luncheon
- Membership/Dues Drive; Collect annual memberships from region secretaries-work with State Treasurer

- Update members on national database
- Distribute to and collect from region secretary's annual membership forms
- Send in NACAA membership by January 15

## **February**

- Continue to work on membership/finalize membership-working with State Treasurer
- Send TAAA&S Hicks Award information/guidelines
- Solicit via email, reports from officers/committee chairs, region directors, etc. for state annual report

## **March**

- Send reminders to officers, committee chairs, region directors, etc. for their reports for state annual report
- Send reminder on TAAA&S/Hicks Award information/guidelines
- Work with Second Vice President, send reports to them to prepare annual report

## **April**

- Receive TAAA&S Hicks Award entries – make 10 copies for review at the state meeting
- Attend TAAA&S Board meeting-take minutes
- Attend state meeting-take minutes at board meeting/business meeting
- Receive audit letter concerning regional accounts from Regional directors

## **May**

- Forward winning entries/Hicks Award (to secretary of dean)
  - Keep a copy
  - Will go public July luncheon

## **September/October**

- Plan for Farm Bureau Ag. Agent Luncheon usually early December
  - Farm Bureau contact is the Organization Department
- Notify UT/TSU agents/admin. of date/time/program, etc.
- Send invitations to Life Members about Farm Bureau Luncheon

## **November**

- Collect reservations for Farm Bureau Convention luncheon
- Turn in head count to Farm Bureau via spreadsheet

## **Other Duties**

- Maintain Life Member mailing list; remove deceased members; provide NACAA list of deceased life members when requested
- Update NACAA database as needed
- Attend NACAA AM/PIC
  - Attend state officers' workshop
  - If a voting delegate, attend voting delegates breakfast
  - If a voting delegate, attend delegate session

### **3-10 Job Description for TAAA&S Treasurer**

- Managing, recording and reporting the finances of the Association opening and maintaining an appropriate checking account and certificate of deposits (CDs)
- Maintaining separate account balances for “State” and “Foundation” funds
- Serving as a voting member of the TAAA&S Board
- Attending regular and called Board meetings and making a financial report to the Board
- Attend NACAA AM/PIC
  - Attend state officers' workshop
  - If a voting delegate, attend voting delegates breakfast
  - If a voting delegate, attend delegate session
- Making deposits and payments on behalf of the Association and as directed by the Board
- Filing annual organization papers and remitting fees to the Tennessee Secretary of State by April 1 of each year.
- Communicating/contracting with certified public accountant and filing annual federal tax reports with a due date of May 15 each year.
- Developing the Association's annual financial report to be presented at the Association's annual meeting
- Assisting the Secretary with annual membership roster and dues to the National Association of Agricultural Agents and Specialists' (NACAA)
- Reporting on the status and progress of investment funds
- Paying all expenses and maintaining deposits for the Association's annual meeting.



Coordinate funds with host region.

- Depositing all membership dues and remitting national dues to NACAA
- Providing TAAA&S “W-9” upon requests
- Provide oversight and assistance to region secretary/treasurers in maintaining region financial accounts in Quicken

**3-11 Job Description for TAAA&S Region Director (previously known as District/Region Vice President)**

- Serve as a member of the TAAA&S Board of Directors. Board meetings are usually held during the annual TAAA&S state meeting, the Farm Bureau State Annual Meeting in December and at other times as deemed necessary by the President.
- Attend state TAAA&S meeting.
- Work in conjunction with Region Secretary/Treasurer to recruit members and collect dues within their respective region
- Coordinate and promote professional development programs within the region as deemed appropriate (ex: tours, NACAA Scholarship Applications, NACAA professional improvement program entries, etc.)
- Conduct region association business as necessary
- Coordinate any region awards that the region may select to award
- Conduct election of region representative to the state officer rotation in appropriate years
- Coordinate selection of early career award winners
- Encourage nominations from region for the Distinguished Service Award, Achievement Award, the TAAA&S/Hicks Award of Excellence, and the NACAA Hall of Fame Award
- Participate in programs of NACAA (professional improvement programs, poster session, annual meetings, etc.)
- Promote membership with new employees

- Contact retiring members concerning becoming a life member of NACAA
- Appoint audit committee to review region account by March 31 of each year and send a letter of audit completion to the TAAA&S secretary for inclusion in the annual report.

### **3-12 Job Description for TAAA&S Region Secretary/Treasurer**

- Keep accurate records and financial reports for the region association, including region award winners. Quicken will be used to maintain financial records.
- Work with the state secretary and treasurer in collecting annual membership dues.
- Adhere to NACAA deadlines for collecting membership dues.
- Establish a region bank checking account in a location to provide for timely banking transactions.
- Record minutes of any official regional association business meetings.
- Collect annual membership forms (obtained from state secretary) and forward to state secretary by the specified date.
- Collect annual membership dues within region and remit one check to the state treasurer.