

SDASCOE
Position
Responsibilities
Handbook

Last Updated 5/4/2010

Table of Contents

SDASCOE Responsibilities	3
Duties of All...	3
President	4
Vice President	6
Secretary	7
Treasurer	8
Directors	9
Alternate Directors	11
Awards & Scholarships Chairperson	12
Benefits Chairperson	14
CAPWIZ Coordinator	16
Emblems and Programs Chairperson	18
Legislative Chairperson	20
Membership Chairperson	22
Publicity Chairperson	24
Travel Coordinator	26
Ways & Means Chairperson	27
Webmaster	29
Government Computer Usage	31

SDASCOE Responsibilities

All Duties and Responsibilities described herein are a compilation of information from the SDASCOE Constitution and By Laws, the Mission and Goals of SDASCOE (4/2007), the NASCOE Responsibility Handbook, examples from another state's list of duties and comments from past officers, directors and chairs.

This information was gathered in an effort to provide guidelines regarding the duties and responsibilities of the various SDASCOE positions. These guidelines are not meant to supersede the established SDASCOE Constitution and By Laws or SDASCOE Travel Policy.

They are to be used as guidelines to help membership understand what is associated with these positions.

Duties of All SDASCOE Officers, Directors, Alternates, Committee Chairs, Coordinators and Members:

- Be familiar with Roberts Rules of Order as they shall cover the discussion and parliamentary procedure in all meetings of this association
- All members present at the board meetings (Board of Directors) may take part in the discussion process. The officers and directors (Executive Committee) are the only members of the board able to make motions and to vote. If a director is not present, their alternate may vote and make motions in their place.
- Be familiar with SDASCOE's Constitution and By-Laws
- The Officers (President, Vice President, Secretary and Treasurer) are elected by the general membership at the State Convention
- Committee Chairs and CAPWIZ Coordinator are appointed by the President
- The Travel Coordinator so far has been on a volunteer basis
- Directors are elected by the members in their district/area
- Be prepared to perform such duties as the Governing Body may prescribe
- All decisions and actions shall be made in the best interest of the association
- Remember the importance of communication, diplomacy and courteous behavior
- When representing SDASCOE/NASCOE act in a responsible and professional manner in accordance with the Association's Constitution and By-Laws while ensuring every member receives proper representation

SDASCOE President

Background

The President shall preside at all meetings regular and special, of the association and at all meetings of the Board of Directors and Executive Committee and shall perform all such duties as may be necessary to and pertaining to the office.

Conduct business in a responsible and professional manner in accordance with the Association's Constitution and By-Laws while ensuring that every member receives proper representation.

Remember the importance of communication.

Duties and Responsibilities:

- Write articles for each newsletter and the website
- Keep in close contact with Area Executive
- State convention
 - Send invitations to convention speakers, arrange lodging and airport pick up if needed
 - Plan, organize and head the state convention
 - Work with the host county to finalize details with the convention center if needed
 - Set the agenda, coordinate with host county/counties for printing
 - Prepare President's report for past year
- Appoint Committee Chairs
- Send thank you notes to guests/speakers at state convention and board meetings
- Be prepared with Presidents' reports at the North West Area Rally and at the NWA meeting at the National Convention
- Fall Board Meeting
 - Are usually held at the location of next year's state convention, coordinate with host county/counties, arrange meeting room
 - Select date, notify officers, directors, alternates and chairs
 - Establish agenda with input from board
 - Invite SED and AO to meet with board
- Spring Board Meeting
 - Is usually held in February at Huron as SDASCOE, SDASE and SDACS meet with the SED and State Committee
 - Determine date to coincide with State Committee meeting
 - Arrange for overnight lodging, meeting room and meal for employee organizations, SED and State Committee if needed
 - Notify officers, directors and chairs of date, also SDASE and SDACS
 - Establish agenda with input from board
- Conduct informal meeting of delegates and SDASCOE members at National Convention

- Keep the board and members as informed as possible. Many times you will not have the information needed to keep them informed, let them know that.
- Work with the SED and AO. Let them know we are there to work with them and help them if we can.
- Try to be as diplomatic and professional as possible.
- Remind members that diplomacy and courteous behavior goes a lot farther than trying to force an issue.
- The outgoing President shall also be a member of the Executive Committee with full rights and privileges of the other members for a period of one year after the presidency is vacated

SDASCOE

Vice President

Background

The Vice President will act in the absence of the President and assist the President as requested.

Duties and Responsibilities:

- Gathering names for director election ballots, sending out the ballots and tabulating the votes
- Keep track of all deceased members and former members throughout the year to read at the state convention to honor our departed members
- Any other duties as delegated by the President

SDASCOE Secretary

Background

The Secretary is responsible for custody and maintenance of official copies of:

- Constitution and Bylaws
- The records of SDASCOE
- Back issues of SDASCOE newsletters

The Secretary shall conduct the official correspondence, minutes and record keeping of SDASCOE.

He/she shall preside at the meetings during the absence of the President and Vice President.

Duties and Responsibilities:

- Ensures copies of minutes are sent to the publicity Chair and webmaster
- Attends spring and fall board meetings and state convention to record the business of SDASCOE. If unable to attend, the President will request another board member to fill in as Secretary.
- Record minutes of special meetings and conference calls
- Sign membership cards
- Sign Honorary Membership cards
- Updates any changes to association name or body structure to the Secretary of State
- Updates the Directory of Officers, Directors, Alternates, Chairs and Delegates. Forwards Directory to NASCOE Secretary
- Completes the Officer Report directly after the State Convention to NASCOE Secretary
- Takes roll call of counties at state convention
- Works with membership chair regarding Honorary Members
- Works with Membership and Awards chairs for distinguished service eligibility, awards and plaques
- Works with Membership and Awards chairs on Scholarship Awards and eligibility
- Sign sick leave awards
- Reports delegates and changes to NASCOE Secretary
- Distributes information packets to newly elected directors, alternates and chairs
- Ensure retirees get history books as needed. They are usually made available to members at the State Convention.

SDSACOE Treasurer

Background

The Treasurer is responsible for maintaining all financial records of the association

The Treasurer shall collect and disburse all monies subject to the approval of the governing board.

He/she shall be bonded if necessary to cover adequately all monies handled by the association

Duties and Responsibilities:

- Present financial reports at board meetings and state convention. Submit reports for publication in the printed newsletter and on the website.
- Has access of credit card (along with President). Use credit card as authorized by the board.
- Establish and maintain bank accounts including checking and CD's etc
- Monitors and reconcile accounts. Review all expense claims
- Assists in setting up budgets with committee chairs for their annual expense requests. Committee member receipts shall be submitted to the Treasurer for reconciliation.
- Handle payment of conference calls, spring and fall board meetings and state convention including lodging and mileage according to the established SDASCOE Travel Policy.
- Pay contracts for state convention
- Files annual electronic income tax filing for non-profit organization
- Keep current on Payroll Deduction (PRD) reports for dues. Periodically send PRD report to Membership Chair.
- Pay quarterly dues to the NASCOE Treasurer
- Works with Membership chair on dues
- Update computer virus protection software
- Works with Secretary for any changes to name or body structure report to Secretary of State including paying any applicable fees
- Pay annual dues of \$1 per member to the NWA
- Complete report to NFC for officer change on PRD mail out

SDASCOE

Directors

Directors serve to represent the SDASCOE members by voting on issues that come before the association. Directors are one of the links between the membership and the SDASCOE board.

Directors are elected to a two year term by the membership of their districts. The elections are generally held in March. Members volunteer to have their names on the election ballots. The person receiving the most votes is elected Director. The person receiving the second most votes will serve as the Alternate Director.

Directors attend the Spring and Fall SDASCOE Board meetings. The board also has a meeting at the State Convention. The Spring board meeting is generally held in Huron as time is set on the agenda to meet with the State Director and State Committee (the SDASE and SDACS organization board members are also invited for that portion of the meeting). The Fall Board meeting is held at the site of the next years state convention. Both of these are overnight meetings, generally starting at 7:00 pm the first day and ending approximately noon the second day. When held during the week directors must take annual leave. The SED, as requested by the SDASCOE President, usually approves some Administrative Leave to attend the Spring Board meeting to meet with the SED and State Committee.

Alternate Directors are invited to attend the Fall and State Convention board meetings. They attend the Spring board meeting in place of their District Director if he/she is unable to attend.

When certain issues arise the Officers may decide to have a special meeting or a conference call. If the director is unable to participate, contact your alternate so that they may represent your district.

Duties and Responsibilities:

- Obtain information and questions from their district members prior to the board meetings. The President requests items for the agenda and that agenda is sent out prior to the spring and fall board meetings.
- Attend the Spring, Fall and SDASCOE Convention board meetings.
- Discuss and vote on issues at the board meetings. All board members present discuss the issues. Only directors and officers are eligible to make motions and to vote.
- Report to their district members, in a timely manner, the highlights of the meetings and SDASCOE convention.
- Keep your alternate informed of areas of concern and issues as they arise. If you as director are unable to participate in a board meeting, special meeting or conference call the alternate acting in your place will then be familiar with the issues being discussed and can more readily represent your district.
- Respond to the SDASCOE President when information is requested.
- Throughout the year the Officers and Committee Chairs may send directors information affecting SDASCOE and its members. In turn, each director is to forward that information to the members in their districts in a timely manner.

- Keep in touch with the members of your district throughout the year. Encourage them to keep you informed of any questions or issues they may have.
- Keep the President and Vice President informed of any areas of concern from the membership.
- Be aware of the correct uses of government time and equipment regarding SDASCOE and what issues may or may not be discussed using government equipment (available on the NASCOE website)
- Reimbursement for attending these meetings is in accordance with the current SDASCOE Travel policy (available on the SDASCOE website).
- Serving as a SDASCOE Director should be considered an honor as well as a responsibility.

SDASCOE

Alternate Directors

Background

The Alternate Director will act in the absence of the Director and assist the Director as requested.

Directors and alternates are elected to a two year term by the membership of their district. The elections are generally held in March. Members volunteer to have their names on the election ballots. The person receiving the most votes is elected Director. The person receiving the second most votes including eligible write-in members will serve as the Alternate Director.

Alternate Directors are invited to attend the Fall and State Convention board meetings. They attend the Spring board meeting in place of their District Director if he/she is unable to attend.

When certain issues arise the Officers may decide to have a special meeting or a conference call, again, if the Director is not able to participate their alternate will act in their place.

Duties and Responsibilities:

- If contacted by a member with a SDASCOE related issue, share that information with the director so you will both be informed of District issues.
- Attend the Fall and SDASCOE Convention board meetings.
- All board members present at the board meetings may discuss the issues. Only officers, directors and alternates acting in the absence of their director are eligible to make motions and to vote.
- Respond to the SDASCOE President when information is requested.
- Throughout the year the Officers and Committee Chairs may send directors information affecting SDASCOE and its members. In turn, each director is to forward that information to the members in their districts in a timely manner.
- Keep the President and Vice President informed of any areas of concern from the membership.
- Be aware of the correct uses of government time and equipment regarding SDASCOE and what issues may or may not be discussed using government equipment (available on the NASCOE website)
- Reimbursement for attending these meetings is in accordance with the current SDASCOE Travel policy (available on the SDASCOE website).
- Serving as a SDASCOE Alternate Director should be considered an honor as well as a responsibility.

SDASCOE

Awards & Scholarships Chairperson

Background

Awards

The awards program was designed to honor members in their duties in the categories of Service to Agriculture, Service to SDASCOE/NASCOE and Service to Community.

Scholarship

SDASCOE does not award scholarships, but provides the forms and information needed for SDASCOE members and their children to apply at the Area and possibly National levels.

Length of Service Award

This award is designed to recognize members with 5, 10, 15, 20, 25, and 30 years of service to FSA.

Accumulated Sick Leave Awards

This award is to recognize members with accumulated sick leave of 1000, 1500, 2000 and 2500 hours.

Duties and Responsibilities:

Awards

- Be familiar with the National Awards handbook available at the NASCOE Website
- Encourage membership to nominate deserving members
- Publicize the deadlines for the awards nominations for judging purposes
- Be sure to publicize where the awards nomination forms can be found and make them available
- Select three members to be judges for the awards submitted. These judges are to review the Awards handbook which lists their duties. The judges must adhere to the established timetable.
- After winners are selected by the judges, the chair is to contact the person(s) that submitted the winning nominations.
- Work with the Secretary and Membership chairs regarding eligibility and the ordering of the awards plaques so they arrive prior to the convention.
- Announces and hands out the awards at the Banquet at the State Convention.
- Forward SDASCOE winners to the North West Area Chair. Verify that nominations submitted meet the eligibility requirements and are certified by an Officer of SDASCOE.

Scholarship

- Be familiar with the awards handbook as it applies to scholarships
- Publicize the timetable for submitting and judging the applications
- Publicize the availability of the forms and rules for the scholarship program
- Forward all applications meeting the requirements to the Area Scholarship Chair. Verify that nominations submitted meet the eligibility requirements and are certified by an Officer of SDASCOE.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chair will obtain Length of Service for 5, 10, 15, 20, 25, 30, 35 and 40 years of employee service to FSA from the SD State FSA Office Administrative Division prior to each State Convention. Chair will recognize all SDASCOE members for Length of Service at the annual State Convention.

The Chair will obtain a list of members with 1000, 1500, 2000, and 2500 hours of accumulated sick leave. These names will be provide to the NWA Awards Chairperson at least one month prior to the annual State Convention to allow time for the awards to be printed and returned before the State Convention is held.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE

Benefits Chairperson

Background

Benefits are the foundation of SDASCOE/NASCOE, that is why NASCOE was formed in 1959 and SDASCOE in 1960.

NASCOE now offers a benefits package to its members to help improve the quality of their lives and those of their families.

Some of the many benefits offered are Vision Care, Life Insurance, Dental Insurance, Health Insurance, retirement plans, cell phone discounts and shared leave. Supplemental health plans available to members only are cancer, heart attack, hospitalization and long term care.

The NASCOE Benefits Chair and Executive Committee research various benefit options to provide the best benefits they can to the membership. They along with the state Benefits chair also accept benefit requests and ideas from the members.

This is all done in consultation with the NASCOE Legislative Committee as Congress is constantly looking for ways to decrease spending. The benefits we now enjoy are under scrutiny at all times. All of these committees and individuals are working to continue the benefits we now have and to work towards new ones.

Duties and Responsibilities:

- Work closely with the Northwest Area Benefits Chair.
- Forward information received from the Area Chair to the State Officers and Directors. The Chair and State President shall develop a plan as to how the information will be passed on to the membership.
- Timely communicate both NASCOE and government-wide benefit information to the membership through SDASCOE newsletters and website.
- Be on the lookout for programs, products and services that would be beneficial to all SDASCOE members. If this would benefit members in other states forward the information to the area chair for them to pass on to the NASCOE Chair and Board.
- Work with the President to ensure an invitation is sent to Jim Mace with JM Marketing to attend and speak at our State Convention. This should be done at least 6 weeks prior to the convention. JM Marketing usually has a table at our state convention with information on the products they have available for the membership. The invitation will also serve as notification for JM Marketing to attach a Liability Policy to our Convention. This is all in accordance with our National Contract with JM Marketing.
- Keep yourself updated on the many benefits available to assist members with any questions or concerns regarding these benefits.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE CAPWIZ Coordinator

Background

CAPWIZ is a valuable grassroots tool NASCOE has provided its members. It is used to communicate with your congressional representative on legislative issues affecting NASCOE members. It is simple to use and reaches the appropriate contacts in a very timely fashion.

A major aspect of CAPWIZ is that members must use their personal computers and emails addresses when subscribing to this service. Failure to do so will result in the subscription being cancelled from the action alert listing by the CAPWIZ site monitor.

CAPWIZ has 5 major functions:

1. An Action Alert system to easily contact your representative
2. A search area to locate your congressional representatives
3. An area to follow issues and legislation importance to NASCOE
4. An election results area
5. A media guide area for letters to the editor and to locate new outlets

Members can also:

- Sign up for automatic email alerts when a contact needs to be made
- Sign up to get a list of your representative votes weekly by email
- Send information to others by email

Members can access CAPWIZ from your home computers at WWW.capwiz.com/nascoe
Or go to the NASCOE Website at WWW.NASCOE.ORG there is a link to directly signup

Duties and Responsibilities:

- Publicize and encourage members to sign up for CAPWIZ
- Assist members as needed with signup
- If there are problems receiving alerts etc contact the Area Coordinator for assistance
- Maintain SD CAPWIZ data base
- Timely inform SD subscribers when an alert has been posted
- Work closely with the Legislative and Benefits Chairpersons

General Duties

Prepare a report for the Convention, Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

The CAPWIZ coordinator (CC) is expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The CC will make annual budget projection requests to the board for any CAPWIZ expenses they incur, the amount is to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the CAPWIZ Coordinator write a report for each issue of the printed newsletter, which will also be on the website.

The CC should keep in close contact with the area chair.

It is recommended that the CC keep a file of CAPWIZ activities and copies of letters and contacts to pass on to their successor to help them with their coordinator duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE

Emblems & Programs Chairperson

Background

Emblems - The emblems chair shall be responsible for promoting items bearing the SDASCOE and NASCOE name so members can show their pride in their organization.

Programs - Problems arise throughout the year concerning the programs we administer (software, forms, program requirements etc).

The Chair is responsible for educating the membership as to the purpose, responsibility and availability of the Programs Committee.

Duties and Responsibilities:

Emblems

- Encourage the membership to purchase NASCOE emblems online at *thenascoestore.com*.
- With prior approval of the board, the chair can order a convention packet of items to sell at the state convention. The chair must use their judgment if they wish to order more than the packet items. These items come from BEJ's Advertising, the NASCOE approved vendor. These items can be displayed and sold at the convention. The chair is in charge of finding members to help with the setup and sales and to keep an accounting of items sold and money brought in. The chair will need to send the monies from the sale of items to the National Emblems Chair and return the unsold items to BEJ's.
- Forward any suggestions received on new emblem items to the area chair.
- Discuss with the membership and board if there is an interest in SDASCOE items. If so, the chair would need to organize the vendor, ordering of items, prices etc with the help of the board as needed.

Programs

- Understand the difference between Program Efficiency items and Negotiation items. Program items can be submitted any time of the year, whereas Negotiation items have a limited time period for submission. Therefore, the Program Chair must be able to explain the submission of these program items. Know where and how these items are to be submitted. The form to be submitted is available on the NASCOE website.
- Contact the person submitting the item acknowledging receipt and explain the forwarding process. When the item has been addressed at the national level, ensure that the member submitting the item is contacted. This may all be done at the national level also, but additional acknowledgement at the state level is also needed.
- Some of the items submitted will not be able to be addressed as program issues, but may then be referred as negotiation items.
- The area chair may request your input and research on the item submitted.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE

Legislative Chairperson

Purpose

The job of the Legislative Chair is a position which generates a great deal of feedback and response from membership. The purpose of the Legislative Chair is to represent membership with active legislative communications.

This process includes a grassroots effort by all members through email, CAPWIZ, phone and personal contacts.

It is important for the legislative chair to create a working relationship with individual congressional and senatorial staff. Hopefully then, the staffers will contact the legislative chair when issues applicable to the membership arise.

Duties and Responsibilities:

- Send copies of all information received from the area chair to the Officers, Board and general membership of SDASCOE.
- Keep abreast of any legislation that could have an affect on SDASCOE members. If you feel it has an affect on a bigger area, contact the area chair.
- Alert the Board and members about pending legislation and any actions they should take as defined by the area Chair or SDASOCE Officers.
- Encourage members to make contacts on key legislation.
- Encourage members to make personal contacts with their Senators and Representative when they are home from DC.
- Keep the SDASCOE Officers informed of legislative activities, correspondence and personal contacts.
- Attend NASCOE Legislative Conferences. These are usually held in February in DC. NASCOE members gather and go to the Hill with certain issues to discuss with their Senators and Representatives. NASCOE pays room and travel for the state Legislative Chair. SDASCOE then pays room and travel for other members to attend as deemed by the President and Board. Every other year there is normally a Mini Legislative Conference where only certain state legislative chairs are invited to attend.
- Remain as non-political as possible in order to develop a working relationship with both parties.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE

Membership Chairperson

Background

The Membership Chairperson is responsible for providing leadership in an effort to promote and maintain high levels of membership in SDASCOE.

Duties and Responsibilities:

- Understand the current SDASCOE bylaws regarding who can join as full regular vs. associate members. Information can be found on the SDASCOE website at <http://sdascoe.org/services>
- Contact all employees (County Office, GS County Office, State Office and retirees) to join SDASCOE
- Personally contact every non-member County Office Employee in the state about joining SDASCOE and/or coordinate efforts of the members to assist in getting non-members to join.
- Produce and maintain quarterly membership reports. Provide reports to the Treasurer for submission of dues to NASCOE by Oct 1st, Jan 1st, April 1st and the final report by June 15th or as per Treasurer's request.
- Complete and send membership cards to the state secretary for signature in a timely manner.
- Prepare requests and /or waivers for all applicable counties and/or individuals who qualify for 40, 45 and 50 year membership awards. The Chair must timely submit the requests to the state Secretary/Treasurer for certification, who in turn forwards them to the National Membership Chair by June 15th. The Chair is responsible for presenting these awards at the State Convention.
- Maintain membership lists for award purposes and JM Marketing verification process
- Maintain a list of individuals who have received NASCOE Honorary Lifetime Memberships. Provide the "Honorary Life Membership Request Form" for new persons to the state Secretary/Treasurer for certification. The state Secretary/Treasurer then forwards them to the National Membership Chair for processing.
- Send membership lists as directed or through the NWA Benefits Chair to JM Marketing when requested. JM Marketing compares their policy holder list to the membership list. JM Marketing policy holders must be NASCOE members per NASCOE's contract with JM Marketing to receive their "discounted" benefits.
- Work closely with the state Treasurer to ensure all reports, dues transmittals and awards are completed timely.
- Verify membership qualification for scholarship and publicity awards.
- Notify Directors of new members so they can keep their member distribution list up to date. Courtesy Copy to Officers and Chairpersons to keep everyone up to date.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE

Publicity Chairperson

Background

Communication is an important part of SDASCOE. The printed newsletter is an important part of that communication. Membership contributions are a key to communication.

Duties and Responsibilities:

Printed Newsletters

- Publishing the SDASCOE newsletter includes:
 - Establishing deadlines for receipt of information and publication dates
 - Designing the layout of pictures, reports and notices
- Discuss with the board the number of newsletters to publish per year. (There are certain requirements if the newsletters will be entered into the national publicity contest.)
- Generally the newsletter is to include an article from the President and Vice President, minutes of any board meetings held since the last newsletter, reports from the Committee Chairs, an article from the SD RASCOE President, coverage and pictures of the state conventions, delegate reports and pictures from the area rally and national convention.
- If unable to attend the conventions and rally ask someone attending to take pictures for the newsletter
- The remainder of the newsletter content is up to the publicity chair and the membership such as county news, feature counties, recipes, feature stories from members etc. It is recommended that the chair (through the President) contact the membership to see what they want in their newsletter.
- Currently the State Office has agreed to have their Print Shop (Ryan) print the newsletters. The newsletter is currently prepared in publisher. When it is ready to be printed, convert the document to Adobe or other form as you and Ryan have discussed then place it on a shared drive that he can access (also agreed upon with Ryan).email it to Ryan in a form as you and he have discussed. He will need to know how many copies to print. Ryan will mail the stapled newsletters to the Publicity Chair for mailing unless other arrangements are made. The State Office printing our newsletters is a great benefit to SDASCOE, keep in mind the print shop's first priority is their required work.
- Maintain a mailing list with updates received from a membership list received from the membership chair. The mailing list identifies categories explaining the need for mailing the newsletter and those categories also need to be kept updated. The list is the copied and sorted for mailing purposes. If an employee retires during the year they will receive the newsletter at their home for the remainder of the dues year upon providing the chair their home address.
- Purchase a bulk mailing permit at a local post office (paid by SDASCOE). Review with them how they want the newsletters sorted and labeled for mailing. Allocations for expense are requested and approved by the Board.

- SDASCOE has provided a two drawer filing cabinet, a scanner and a digital camera for use by the publicity chair.
- Work closely with the Web Master as much of the same information will be on the web site.
- If participating in the national publicity contest, be aware of the deadlines for submission of newsletters and feature stories. The NASCOE website contains the National Publicity Policies.

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE Travel Coordinator

Background

The Travel Coordinator (TC) is an unofficial position but very important to Rally and NASCOE Convention attendees and anyone that likes to collect the SDASCOE pins.

Duties and Responsibilities:

- Alert the membership of upcoming Area Rally and NASCOE Convention dates and locations. Ask them to contact you if they plan on attending.
- The TC will then have a list of potential attendees. The TC may be asked to make room reservations for the SD group or they may individually make their own reservations.
- If members from other states in the area are looking for someone to share a room with they may contact the TC for assistance.
- Keep the potential attendees apprised of the timing and mode of transportation of the others. Attendees can then coordinate their travel plans with the other travelers if they wish.
- The TC is generally the one making arrangements with the convention hotel for a SD caucus room, similar to the one SD had when we hosted the National Convention in 2005. It is the room South Dakotans gather for noon meals and to discuss issues of the convention. This is where the delegates get feedback from the other SD members regarding any issues they may have to vote on. This is also a common gathering area for South Dakotans for socializing. The Board determines the amount of money that SDASCOE is willing to contribute to the caucus room.
- The TC generally asks the membership for design ideas for the SD trading pin. Once the designs are submitted, the TC presents them to the board. The board then decides on the pin design. The board authorizes a number of pins to order and approves the funding. The TC then makes contact to create and order the pins.
- Once the pins have arrived, the TC sorts the pins to be given to each SDASCOE member. Pins are then available at the SDASCOE convention, sorted by county. The remaining pins are taken to the NASCOE Convention where attendees can trade with other attendees for pins from other states.

General Duties

The TC may be asked to update the general membership at the State Convention regarding travel plans.

SDASCOE

Ways and Means Chairperson

Background

Ways and Means plays a vital role in the operation and achievements of SDASCOE . The committee's purpose is to generate revenue through raffles and sales for the associations benefit, such as Legislative and Operating funds.

Duties and Responsibilities:

- Discuss with the board what is expected in the way of goals for how much money is to be raised
- Plan fundraisers accordingly
- Make decisions with help of the committee members at convention and board members as to the type of fundraisers to use
- If raffling items, the chair is responsible for purchasing the items (include that in your budget projection), printing the tickets, dispersing the tickets prior to conventions if needed and at the convention
- Request assistance from members to display items and sell tickets at the convention and prior to convention if needed
- Provide an accounting of the purchases made and tickets sold to the board
- Since there is no Ways and Means Committee at the area or national levels, you must rely on the President and past Ways and Means Chair for assistance

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.

SDASCOE Webmaster

Background

Communication is an important part of SDASCOE. The website is an important part of that communication.

Duties and Responsibilities:

- Keeping the website updated regarding officers, directors, committee chairs, board meeting dates, dates and registration information for state and national conventions and rally
- Update website Home Page, forms, menus, tables, graphics etc as needed
- Scan and upload photographs, convert documents to .PDF format and upload to the appropriate place in the web
- Maintain the website structure and organization backing up the website, deleting unused files, repairing broken links and other upkeep as needed
- Include President and VP articles, committee reports, board meeting minutes including past reports depending on available space
- Contact (through the President) the membership for their ideas of what they want to see on the website
- The Webmaster will need to identify what is appropriate for the web, the President and other officers will help with those decisions

General Duties

Conduct a Committee meeting at the State Convention. Plan an agenda, material and handouts and assign a secretary to take notes of the meeting. The chair will then present a verbal report of the committees' discussions and recommendations at the General Session. Any resolutions originating from these meetings are to be referred to the SDASCOE Board. A written report will be submitted to the Publicity and the Website for publication.

Prepare a report for the Spring and Fall Board Meetings. A copy of these reports are to be published in the newsletter and on the website.

Committee Chairs are expected to attend the State Convention along with both the Spring and Fall meetings when possible. If unable to make any of these meetings they should ensure the President and Vice President have copies of their report to deliver to the board.

The Chairs will make annual budget projection requests to the board for their committee expenses, the amounts to be adjusted as needed with board approval. Turn in receipts to Treasurer for accounting purposes.

Communication with the membership is very important. It is recommended that the Chair write a report for each issue of the printed newsletter, which will also be on the website.

The SDASCOE chairs should keep in close contact with the area chairs.

It is recommended that the Chair keep a file of Committee and Chair activities and copies of letters and contacts to pass on to their successor to help them with their chair duties.

Be careful when distributing information on the Government Computer. Never solicit dues or benefits using the Government Computer. Review NASCOE's Use of Government Equipment notice.



National Association of FSA County Office Employees

President Bonnie Heinzman 711 Fifth Street New Martinsville WV 26155 (304) 242-0576 – Office Office (304) 266-2480 - Cell	Vice President Myron Stroup 11238 W 2200 Rd Fontana KS 66023 (913) 294-3751 – Office (913) 285-3398 – Cell	Secretary Darlene Schouten 1008 West Lincoln Ave Olivia, MN 56277 (320) 523-1550 – Office (320) 522-0545 - Cell	Treasurer Shelly Odenkirk PO Box 114 Wooster OH 44691 (330) 262-1911 - (330) 464-1475 – Cell
--	--	---	--

Government Computer Usage

FSA Employees have recently received reminders cautioning employees on proper use of government resources, computers and the internet.

NASCOE members repeatedly ask NASCOE for a list of DO's and DON'Ts on FSA computers and email usage. Your NASCOE leadership agrees with this need, however, it is impossible to identify every potential situation that could result in someone losing their job from misuse of government resources.

As for the DON'Ts, here's what we do know. Government computers, internet, email and other resources can never be used to solicit monies on behalf of NASCOE or our State Affiliates. These items can definitely never be used for political purposes, including lobbying Congress for support or repeal of any legislation, program, or proposal, or frankly, anything.

What can we DO? The membership can be kept informed through the electronic newsletter "NASCOE Now". Information on benefits, awards and scholarship deadlines can also be offered. It is permissible to write, submit and read negotiation/consultation items. There is no problem in relating concerns and issues and how they relate to FSA. And, you may offer questions, suggestions and solutions to your NASCOE leadership.

When in doubt... Good Judgment and Common Sense never cost anyone their job. If you question an email's subject matter, don't send it! If you still care about earning thousands of income dollars, don't send it! While you cannot control emails received, you can control what is passed on or saved. When in doubt, throw it out!

You have heard that occasional personal use of government resources is permissible. This is a privilege not a right or entitlement. The quickest way for everyone to lose this benefit is for a few to abuse it. Limit your personal use during breaks or lunch times, or before or after work.

Your help is needed! NASCOE and State Affiliates are developing a database of home email addresses. Any item, issue or announcement that is controversial, questionable or lengthy can be sent directly to you at home. This is the preferred method when corresponding with each other as well.

Hopefully this message gives you a better idea of what you CAN and CANNOT do!

Sincerely,

Your NASCOE Executive Board