

# Committee Duties 2009 - 2010

## **1. Awards Committee**

*Wanda Gilbert- Chair*

*Joy Edwards*

*Valorie Floyd*

*Sandy Gay*

*Jennifer Hardwick*

*Martha Newby*

- Promote awards such as “Employee Choice Award.”
- Recognize leadership and dedication with rewards.
- Develop awards program to be presented either at KACD or KACDE Convention.
- Recognize District Sponsors at KACD/KACDE Convention.
- Recognize Honorary Members.

## **2. Benevolence Committee**

*Stephanie Young - Chair*

*Linda Davidson*

*Debbie Eubank*

*Terri Shaw*

- Review applicants request and make sure they qualify.
- Determine and implement fundraisers.
- Funds program must have a minimum of \$1000 dollars before accepting applications
- Keep all recipients **Confidential**.
- Keep all records for audits
- Chair will promote program to all districts through email, newsletter, website, etc.

## **3. Budget/Finance Committee**

*Linda Smith- Chair*

*Valorie Floyd or Treasurer*

*Cynthia Akins*

*Joy Edwards*

*Cindy King*

*Fred Lauver*

*Martha Newby*

- Develop Annual Budget.
- Complete Annual Financial Report
- Process membership dues
- Process registration fees for workshops, conferences, etc.
- Process funds received from sales of items (cookbooks, name badges, etc)
- Make sure audit is completed yearly.
- Provide financial records to Auditors (Internal/External) to perform annual internal audit.

## **4. Bylaw Committee**

*Joy Edwards- Chair*

*Stephanie Young or Vice President*

*Sandy Gay*

*Linda Smith*

- Maintain and update bylaws as needed.
- Provide a copy of the bylaws to Associations membership as revised.
- Note: Last Revision of By-laws - 12/2008

## **5. Special Projects Committees**

*Shelley Isenberg - Chair*

*Joy Edwards*

*Valorie Floyd*

*Jennifer Hardwick*

*Shelby Kelly*

*Cindy King*

*Susie Mavinidis*

*Martha Newby*

*Ann Ward*

*Tracy Yocum*

*Stephanie Young*

- Provide and carry out ideas for special projects, such as: cookbooks and crafts.
- Work on projects to raise funds for workshops, conferences, conventions, etc. by seeking out grants, KACD, NRCS, RC&D, etc.
- Work on projects to raise funds for President's travel expenses.
- Organize and carry out special events such as: Auction at KACDE State Convention.
- Come up with fundraising ideas.
- Obtain cookbook orders to sell cookbooks.
- Work on setting up after hour activities at the State Convention.
- Help set up booth for Wild Game Dinner.
- Make cookbooks as needed.
- Promote raffles sales and other fundraising projects.

## **6. Membership Committee**

*Stephanie Young or Vice President - Chair*

*Elaina Campbell*

*Joy Edwards*

*Leslie Fourqurean*

*Wanda Gilbert*

*Shelby Kelly*

*Linda Russell*

*Tracy Yocum*

- Promote membership.
- Keep KACDE brochure updated.
- Send welcome letter to new District employees with invitation to join.
- Create and present certificate annually.

## **7. Nominating Committee**

*Linda Smith, Chair or Immediate Past President*

*Sandy Gay*

*Brian Hacker*

*Cindy King*

*Linda Russell*

- Contact all Districts to inform of positions open for office elections asking for nominations.
- Contact all nominees to make sure they are willing to serve.
- Provide copy of list of nominees to all KACDE members before election.
- Ask for a biography of each candidate to share with the membership.
- Present slate of officers at the annual meeting.

## **8. Operations Committee**

*Brian Hacker or President – Chair*

*Joy Edwards*

*Martha Newby*

*Linda Smith*

*Stephanie Young*

- Develop duties for all committees.
- Update as needed.
- Write policy, regulations and requirements as needed.
- Develop “Plan of Work” annually.

## **9. Professional Development Committee**

*Stephanie Young or Vice President - Chair*

*Lillie Cox*

*Melvin Dean*

*Mary Dickerson*

*Joy Edwards*

*Debbie Eubank*

*Jennifer Hardwick*

*Kevin Hileman*

*Martha Newby*

*Linda Smith*

- Decide on what training programs we need to utilize.
- Schedule training presentations.
- Develop a survey for needed training and follow up survey for training sessions held.
- Update scholarship as needed.
- Promote scholarship at state convention, through “KY Shine”, website, etc.
- Determine who qualifies for the scholarship.
- Present qualifying applications to governing board for selection of recipient (s).

## **10. Public Relations Committee**

*Martha Newby- Chair*

*Jessica Cornett*

*Joy Edwards*

*Wanda Gilbert*

*Jennifer Hardwick*

*Linda Russell*

- Update directory on a bi-yearly basis.
- Send to area Representatives to pass on to their area.
- Send out KACDE “KY Shine” newsletter bi-yearly.
- Update and maintain website as needed.
- Publish newsletter on website.
- Obtain news and information for employees and post on Website.
- Promote and market all KACDE merchandise on website.
- Gather info, develop and email to all area reps. the “Super” Star the first week of the month.
- Gather info, develop and email to all area reps. the “Limelight” by the third week of the month.
- Proofread articles before distribution.

### **11. Registration Committee**

*Linda Russell- Chair*

*Carly Burton*

*Melvin Dean*

*Valorie Floyd*

*Leslie Fourqurean*

*Martha Newby*

*Stephanie Young*

- Develop registration form, e-mail, and registration program.
- Prepare information packets for any upcoming events, State Convention, etc.
- Collect funds for event.

### **12. Hospitality Committee**

*Cindy King - Chair*

*Katrenia Caddell*

*Lillie Cox*

*Wanda Gilbert*

*Jennifer Hardwick*

*Melinda Kemper*

*Martha Newby*

*Carolyn Reed*

*Linda Russell*

*Ann Ward*

*Stephanie Young*

- Create gift bags for events.
- Greet and introduce new KACDE members at functions.
- Distribute survey forms to be filled out after workshops and report results.
- Set up hospitality room at convention or conferences.
- Responsible for decorations, center pieces, etc.
- Decorate event rooms.
- Set up displays, and other work that may occur during workshops, conferences, convention, etc.

### **13. Grant Committee**

*Brian Hacker - Chair*

*Ruthi Pike - Advisor*

*Stephanie Young*

*Joy Edwards*

*Valorie Floyd*

*Sandy Gay*

*Jennifer Hardwick*

*Martha Newby*

*Linda Russell*

*Linda Smith*

- Research and develop procedures to obtain funding for association
- Determine, implement, and maintain all necessary records to secure funding and fulfill requirements necessary to obligate funding.