

NASCOE



Roles & Responsibilities Handbook

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INTRODUCTION

This handbook was prepared to provide guidelines regarding the duties and responsibilities of Officers, Area Executive Committeepersons and Alternate Area Committeepersons, and National and Area Committee positions. These guidelines are not meant and should not supersede the established NASCOE Bylaws, the Executive Committee Policies, or the Travel Policy. With a complete understanding of the responsibilities associated with these positions, the elected/appointed persons will be better prepared to fulfill their duties, thus strengthening NASCOE.

There may be other responsibilities which occur in addition to the ones outlined here that are at the discretion of the Officers, Area Executive Committee Chairperson, National Committee Chairperson, or Executive Board of NASCOE. If you have any questions regarding the duties and responsibilities of these positions, please contact the Officers, Area Executive Committeeperson or National Committee Chairperson of NASCOE.

General Guidelines for All Positions

These general guidelines apply to all positions within the leadership of NASCOE:

1. Maintain a professional appearance and demeanor when attending functions as a representative of NASCOE. This would include all meetings of state affiliates, other employee associations, other organizations, meetings with management, meetings with Congressional representatives, etc. This also applies when attending social activities in conjunction with meetings. Remember in the membership's eyes you are a representative of NASCOE whether on official or unofficial time.
2. All NASCOE positions, whether elected or appointed, require a certain amount of dedication, creativity, and enthusiasm. The ability to communicate both orally and in writing; formally and informally with officers, executives, chairpersons, general membership, and outside organizations will be very beneficial when performing the duties of the position. NASCOE encourages development of these skills.
3. Wear and promote the NASCOE and NASCOE PAC pins and NASCOE nametag during all official functions – all elected and appointed positions.
4. Remember that NASCOE leadership is a team effort. Individuals on the Executive Committee may not always agree with the decisions of the group, but once a decision is made the individual members are responsible for presenting the decision in a positive manner and refraining from presenting personal or biased opinions to the membership. The spirit of cooperation is important in maintaining all NASCOE relationships.
5. Be prepared for all meetings with information and/or questions. Generally, a written report will be required for all meetings with an electronic copy of the report submitted to the Secretary for record-keeping purposes and to aid in compiling accurate minutes of the meetings.
6. Strive to be fair, impartial, and open-minded to new ideas and change. Respect the views, opinions, and comments of others.
7. Respect the confidentiality of any information, matters or problems discussed at meetings. Use good judgment in distributing information; especially that which should be distributed only by the President. Recognize that information is generally fluid and may change quickly.
8. All NASCOE leadership positions shall, to the greatest extent possible, ensure the County Committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-President, and County Office Advocacy Committee Chair as soon as they become apparent. All officers and committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.
9. All NASCOE leadership positions shall, to the greatest extent possible, set an example of participation and promotion of the NASCOE PAC.

Section 1 Duties and Responsibilities of National Officers

NASCOE President Duties

General:

The NASCOE President provides leadership and guidance to the Association's membership, the other officers, Area Executive Committeepersons, Committee Chairpersons, etc. The President conducts the business of NASCOE in a responsible and professional manner in accordance with the Association's By-Laws while ensuring that every member receives proper representation. Must have the ability to pull the "Leadership Team" together into a cohesive group that will work together for the common good.

Presidential duties include but are not limited to the following:

1. Understand and adhere to the presidential responsibilities as outlined in the NASCOE Bylaws, NASCOE Executive Committee Policy, NASCOE Travel Policy, and FSA policy.
2. Understand and adhere to Robert's Rules of Order.
3. Serve as a Past President after the term of President is complete.
4. Preside over meetings of the Executive Committee and the NASCOE Board of Directors. This also includes other meetings such as but not limited to Organizational meeting, Pre-Negotiations meeting, Negotiations meeting, Legislative Conferences, most meetings at the National Convention, etc.
5. The President oversees all business of the Association; keeps abreast of all changes, concerns and points of interest regarding the Association, its membership and/or the Agency.
6. Provide a report of activities of the Executive Committee and the functional committees at each NASCOE Board of Director's meeting.
7. Provide an Annual Report to the Association.
8. Call special meetings of the Board of Directors and the Executive Committee.
9. Delegate the responsibility to research various ideas/suggestions that will assist the Association in meeting its goals.
10. Maintain a file on all areas of presidential responsibilities and activities on the NASCOE President/VP SharePoint page.
11. The President is the primary official liaison between NASCOE and USDA/FSA Management. The President will establish and maintain an active working relationship with the Administrator and other management officials, work with management on areas of mutual interest between membership and Administration. Liaison duties may be delegated by subject matter to another officer as appropriate. The President will participate in all conference calls and meetings with management as requested. This participation may be delegated as appropriate.
12. Sign the NASCOE/FSA Labor Management Agreement annually.
13. Distribute NASCOE authorized administrative leave.

14. The President shall, to the greatest extent possible, ensure the County Committee system is promoted and supported by the Executive Committee and National Committee Chairpersons. The President shall be aware of reductions in COC authority, in procedure or in practice. The President shall be aware of all erosions in COC authority shall be elevated to the appropriate management officials in Washington D.C.
15. The President shall consider becoming a NAFEC associate member and promote NAFEC membership when possible.
16. React to circumstances as they develop. At times, there may be a need to act immediately without full consensus of the Executive Committee. All decisions and actions shall be made in the best interest of the Association.
17. Maintain good public relations, promoting objectives and goals of the Association always. The President must at times make decisions for the common good that are not readily accepted in some areas or states. Always attempt to explain to the membership why decisions were made. Other members of the Executive Committee can further the goals of the association by supporting the President in difficult decisions.
18. Appoint national committee chairs with the concurrence of the Executive Committee. This includes a parliamentarian.
19. Concur on Area Executive's area committee chairperson nominations.
20. Delegate authority to committee chairs.
21. Engage and provide support for committee chairpersons on a regular basis.
22. Ensure committee chairpersons are communicating with area chairpersons. Recommend committee chairpersons hold monthly meetings.
23. Attend monthly committee chairperson meetings. This participation may be delegated as appropriate to another officer.
24. Attend weekly legislative meetings with the NASCOE legislative consultant and legislative committee chairperson(s).
25. Appoint Special Committees.
26. Serve as an ex-officio member of all committees.
27. Determine when the Programs and Negotiations Chairperson(s) need to attend meetings with FSA management. This includes virtual meetings or meetings which require travel.
28. Determine if extra members need to be assigned to the Membership Workgroup as assembled by the Executive Committee.
29. Work with the Publicity Chair to release periodic bulletins (NASCOE Scoop) to the membership.
30. Work with the Publicity Chair to release Newsletter(s).
31. Prepare and provide an official response to inquiries of NASCOE. Ensure all issues are properly addressed and individuals are fully informed.
32. Prepare news articles and website articles to disseminate appropriate information.

33. Work closely with the Board of Directors on all Association issues assuring they are kept informed on all issues. Promotes open communication with all members via regular information sharing with Officers, Area Executive Committeepersons, National Committee Chairpersons, and State Contacts.
34. Sign and distribute all warning, probation, and non-affiliate letters to state affiliates.
35. Coordinate with the Treasurer to reinstate state affiliates who have failed to retain their non-profit status with IRS.

NASCOE Vice President Duties

The NASCOE Vice President will act in the absence of the President and assist the President as requested. Other duties include:

1. Promote the goals and objectives of the Association and educate themselves to keep abreast of the current issues.
2. Maintain ongoing communication with the President to assist the President in achieving the objectives set for the Association.
3. The Vice President may be asked to act as the liaison between the NASCOE attorney and membership needing assistance. The Vice President will keep the President abreast of the situation and concur with all charges incurred from the attorney.
4. Works with the Secretary and Programs and Negotiations Committee Chairperson(s) in preparing negotiation/consultation positions for submission to management and various other aspects of the Negotiation/Consultation process as requested.
5. The Vice President may be asked to assume the lead on various projects and duties.
6. Responsible for maintaining list of date/location of state conventions and area rallies. (NASCOE President is responsible for assignment of which officer is representing NASCOE at these events if requested.)

NASCOE Secretary Duties

The NASCOE Secretary shall act for NASCOE in the absence of the President and Vice President. Other Responsibilities of the NASCOE Secretary include:

1. The Secretary is responsible for the custody and maintenance of official copies of:
 - NASCOE Bylaws
 - NASCOE Travel Policy
 - NASCOE Executive Committee Policy
 - Official Copies of every annual report beginning in 1959-1960 containing the official records of NASCOE.
 - Articles of Incorporation
 - Signed contracts
 - Labor Management Agreements
 - Official Copies of Documents of Historical Significance
2. Responsible for the official correspondence, minutes, and recordkeeping of NASCOE including:
 - Prepares and distributes accurate minutes of all meetings of the Executive Committee including all convention meetings and Executive Committee meetings in conjunction with all meetings with management, pre-negotiations meeting, legislative conference, negotiation meeting, etc.
 - Maintains records of monthly conference calls and all other actions between meetings.
 - Preparation of agendas for all meetings.
 - Prepares and distributes annual report which includes all official records of the association for the year.
 - Maintains the NASCOE directory.
 - Maintain an up-to-date list of the NASCOE Board of Directors.
 - Notify states that NASCOE will post to the NASCOE website announcements of persons desiring to run for any NASCOE office provided the announcement is received by the Secretary no later than May 15 of the applicable year.
 - Maintain up-to-date list of WDC Leadership. Prepare and send Christmas cards on behalf of NASCOE to the list each December.
3. Works with WDC annually to prepare the Labor Management Agreement.
4. The Secretary is the National Convention Co-Chairperson and as such has the following responsibilities:
 - Coordinates with the host state to negotiate with hotel for meeting space and arrangements for the organizational meeting that is held the year prior to national convention.

- Signs contract and banquet event orders with hotel.
 - Travels to the hotel to meet with host state and hotel personnel as necessary in the planning of the convention, with prior authorization from the NASCOE President and adequate funds permitting.
 - Assigns NASCOE leadership sleeping rooms and provides listing for NASCOE Master Account to hotel.
 - Assigns meeting rooms and verifies that all necessary amenities are on-site.
 - In consultation with the host state, arranges for rental of a copier for the NASCOE office at the National Convention as needed.
 - Ensures the host state arranges for exhibit space for committee chairs, NASCOE PAC, bidding states, etc.
 - Prepares agenda for general session meetings and for all executive meetings
 - Works with the host state to design program covers, name badges, etc.
 - Works with and advises host state convention chairs on duties and responsibilities.
 - Approves host state decisions in matters related to the NASCOE business meeting.
 - Reconciles all invoices for convention expenses including rooms, meals, etc. and forwards to NASCOE Secretary or Host State for payment.
 - Works with Publicity Chairperson to contract for Convention Photographer.
 - Prepares and submits follow-up questions to management.
 - Follow-up to obtain and distribute Q&A information.
 - Sends thank you notes to speakers. Purchase and provide speaker gifts.
 - Prepares key information about convention schedule, agenda, etc. for the Executive Committee and National Chairs and distribute as appropriate (binder, SharePoint, etc.)
 - Distributes gratuities as made available by the Executive Committee
 - Maintain custody of the NASCOE banner, state flags, flag stands, and be responsible to have them at each NASCOE Convention for display.
5. Work with the NASCOE Treasurer to ensure that the required annual filing is submitted to the South Dakota Secretary of State timely.
 6. The Secretary in conjunction with the Negotiations and Programs Committee Chairperson(s) has responsibility for the annual Negotiation /Consultation Session with management to include the following:
 - Categorizes items and prepares digital book of negotiation items for Pre-Negotiation Session.
 - Works with the Negotiation Consultants to provide information on the process.
 - Collects and compiles negotiation/consultation positions that were prepared by the Consultants and Area Executives then forwards these positions to Management for their responses. Also follows up to obtain timely response from management.

- Works with management to schedule the Negotiation/Consultation Session.
 - Acts as Recording Secretary for the Negotiation Session and follows up with management to finalize the positions and obtain necessary signatures.
7. The Secretary is responsible for NASCOE Equipment and Supplies to include:
 - Maintains listing of equipment owned by NASCOE and location of equipment.
 - Maintains executive letterhead on SharePoint.
 - Shall be responsible for ordering name badges for National Officers, Area Executive Committeepersons, and National Committee Chairpersons to be distributed at the Organizational Meeting following the National Convention.
 8. The Secretary is authorized to disperse monies in lieu of the Treasurer and is an authorized signatory on all checking accounts of the association. Any claim for reimbursement greater than \$1,500.00 will be subject to second-party review by the NASCOE Secretary prior to payment. All reimbursement claims made by the Treasurer are to be reviewed and authorized by the Secretary prior to payment.
 9. The Secretary shall, in safe keeping, maintain all passwords maintained to operate NASCOE's website, secured documents, and any other permission required document not specifically specified.
 10. Meetings and Hospitality; coordinate meeting space and other arrangements.
 - Organizational Meeting
 - Pre-Negotiation Session
 - Ad-Hoc and Special Meetings
 - Consultation meetings with management
 - Responsible for arranging meals during group meetings (in consultation with the Treasurer).

NASCOE Treasurer Duties

The office of NASCOE Treasurer carries the following responsibilities:

1. The Treasurer is responsible for maintaining all financial records of the Association:
 - Prepares financial reports for all meetings. Examples include but are not limited to monthly reconciliation reports and transaction reports.
 - Reviews and provides budget and budget estimates. Standing member of budget committee, works on creation of budget.
 - Provides all financial transactions for review by Executive Committee.
 - Provides yearly financial summary report to the Secretary for the Annual Report.
 - Serves as official record keeper for all current financial records.
2. The Treasurer is responsible for regular disposition of income/expenses:
 - Deposits all income
 - Reviews all expense claims for adherence to policy.
 - Pays all expenses and claims for reimbursement as authorized by Executive Committee.
 - Maintains and distributes travel claim vouchers
 - Sends advances as requested for NASCOE meetings
 - Pays and verifies all expenses for the association, which include taxes, attorneys, insurance, travel, awards, and convention expenses, legislative consultant, e-mail service subscription, office equipment, postage, printing and reproduction, scholarships, supplies, administrative expenses, and all other expenses incurred by the association.
 - Issues check to each scholarship winner as directed by the National Awards & Scholarships Chair.
3. The Treasurer prepares Financial Reports - Outside the Association:
 - Files all financial reports including taxes.
 - Provides the Auditor(s) all information needed to prepare annual Audit.
 - Files NASCOE's Annual 990 to IRS.
 - Prepares all documents and reports required for the annual Federal tax filing and submits them to a licensed accountant, signs the returns, and ensures that they are filed as required.
4. The Treasurer working in conjunction with the Membership Chairperson(s):
 - Prepares and makes available dues transmittal forms to states.
 - Receives dues from state associations.

- Works to develop methodology which verifies all dues to assure that correct amount is sent to NASCOE.
 - Processes and provides necessary reports upon request.
 - Issues states/individual assistance payments for NASCOE meetings according to NASCOE travel policy.
 - Keeps accurate records of all monies owed to NASCOE by state associations.
 - Obtains airfares for each state to calculate travel stipends and reimbursements for conventions and legislative conferences.
5. The Treasurer is responsible for establishing and maintaining Bank Accounts:
 - Ensure funds are deposited in safe/secured financial institutions.
 - Works with banking institution to resolve any problems.
 - Reconciles all bank accounts monthly.
 6. Establishes a tracking system to ensure states are annually complying with IRS-990N filing requirements.
 7. Drafts warning, suspension, or other letters for the President regarding Article 3.1 of the Bylaws and Item 7 of the Executive Committee Policies. Establishes a tracking system to ensure letters are issued correctly and timely.
 8. Credit Cards
 - Responsible for obtaining credit cards for the President and Vice President. This includes maintaining records of cards and ensuring that any statement balances are paid timely.
 - Reconciles monthly credit card statement with officers' claims of expenses.
 9. National Convention Duties
 - Serve as Convention Co-Chairperson with the NASCOE Secretary.
 - Assists the Secretary to set up the NASCOE office, with supplies, equipment, etc.
 - Assists the Secretary during the Convention with the Audio/Visual needs, rehearsals, etc.

NASCOE Honorary President (Past President) Duties

The outgoing NASCOE President serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory. The NASCOE Past President will provide support and guidance to the leadership of NASCOE while continuing to promote the Association's goals and objectives. The Past President serves as a "sounding board" for newly elected officers and offers advice and council where appropriate. Individuals in the position of Past President possess institutional and historical knowledge of the association which will be a valuable tool to assist the current leadership.

The Past President continues to support the Association by accepting duties or responsibilities as assigned. Assigned duties may include:

1. Introduce the newly elected President to key partners, stakeholders, and FSA/FPAC officials. The Past President will work closely with the newly elected President to foster transitional relationships.
2. The Past President may be asked to take the lead on other various projects. The Past President will be responsible for reporting to the Executive Committee or Board of Directors on activities and contacts made in these efforts.
3. The Past President should maintain a file of all Past President Activities and the progress of such to be forwarded to the next Past President on the NASCOE SharePoint.
4. The Past President often serves as the Parliamentarian and Resolutions Chairperson, as appointed by the President, and may act as a technical advisor to the Executive Committee, Board of Directors and/or NASCOE members. As such, the Past President would review and present any proposed resolutions to the membership during the national convention. As Parliamentarian the Past President may also review prior to being proposed any suggested resolutions to change the Bylaws of NASCOE. Provide guidance to committee members on the proper format of preparing reports and minutes of meetings at national convention. May also be asked to review Parliamentary Procedure with the general assembly at national convention.
5. The Past President may be asked to review the Roles and Responsibilities Handbook with the newly elected and appointed members of the Executive Committee and National Committee Chairpersons.
6. Attend weekly Legislative Committee meetings.
7. Review and provide feedback on compositions created by NASCOE Officers.
8. Consult/check-in with the NASCOE President periodically.
9. Attend EC meetings.

NASCOE Honorary Secretary (Past Secretary) Duties

The outgoing NASCOE Secretary serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory and includes the following roles:

1. The Past Secretary shall transition custody and maintenance of all official NASCOE records to the newly elected NASCOE Secretary. The custody of the NASCOE banner, state flags, and flag stands shall also be transferred.
2. The Past Secretary ensures a smooth transition of knowledge to the newly elected NASCOE Secretary. This includes:
 - All existing contracts between NASCOE and another party
 - All outstanding correspondence with WDC
 - Pending or tabled Executive Committee items still requiring action
 - Listing of equipment owned by NASCOE
 - Repository of NASCOE passwords
3. The Past Secretary advises and reminds the newly elected NASCOE Secretary of important deadlines and activities throughout the year.
4. As needed, the Past Secretary assist the newly elected NASCOE Secretary to prepare for negotiations with management and coordinate for the next National Convention.
5. The Past Secretary attends Executive Committee meetings and provides relevant background as needed.

NASCOE Honorary Treasurer (Past Treasurer) Duties

The outgoing NASCOE Treasurer serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory and includes the following roles:

1. Attend EC meetings and other meetings as requested.
2. Maintain an open line of communication with the elected Treasurer.
3. Introduce the elected Treasurer to NASCOE business contractors including but not limited to emblems provider, liability insurance provider, NASCOE attorney, legislative consultant, and National Finance Center contact.
4. Transfer authority of credit cards.
5. Assist the elected Treasurer in opening bank accounts and aid with the transfer of money between accounts and the eventual closure of any old accounts.
6. Download all Quicken files onto a thumb drive and assist with the transfer of records to the elected Treasurer's laptop.
7. Share log-in and password information for the following applications: Quicken, Veem, NASCOE Treasurer's Gmail account, and credit cards.
8. Coordinate final payments for vendors, scholarships, reimbursements, etc. with the elected treasurer.
9. Communicate status of any CD's or invested funds.
10. Provide training and/or discussion on the following: updating the quarterly dues spreadsheet, Quicken, Veem, record keeping guidelines, and building a budget.
11. The Past Treasurer is responsible for ensuring that Federal taxes have been filed by the reporting deadline in the year in which their term ends.
12. Responsible for having access to applicable financial accounts during the transition period to facilitate continuity of business while the new treasurer becomes established.
13. Provide a status report to newly elected treasurer to identify all outstanding payables and receivables.

Section 2 Duties/Responsibilities of National Committee Chairpersons

General Duties of All Committee Chairpersons

The Standing Committees of NASCOE are set by the Board of Directors. The Committee Chairpersons are appointed by the NASCOE President and approved by the concurrence of the NASCOE Executive Committee.

Duties of the Chairperson of each Committee are listed on the following pages. General duties and responsibilities of all Committee Chairpersons include the following:

1. National Committee Chairpersons shall develop goals to further the effectiveness of the committee. A verbal and written report of goals and objectives for the year shall be presented to the Executive Committee at the Organizational Meeting. The Chairperson is to provide an electronic copy to the Secretary for the minutes.
2. All Committee Chairpersons will be working with the other Committee Members to coordinate your efforts. Communication is the key to success of the committee. Regular communication is expected between the national chairperson, area chairpersons, and state chairpersons. Any breakdowns in communication should be discussed with the President and/or the Area Executive.
3. Committee Chairpersons attend the Pre-Negotiation Meeting of NASCOE and provide a report of the activities of the Committee, attainment of goals, problems, concerns, etc. This includes providing written and verbal reports. An electronic copy of all reports shall be submitted to the Secretary for inclusion in the minutes of the meeting.
4. National Chairpersons shall prepare the agenda and conduct committee meetings at National Convention. The Chairperson shall prepare and present a convention report detailing the activities of the Committee and any recommendations/resolutions. The Chairperson will appoint a Secretary for Committee meetings who will record minutes. Minutes will be forwarded to the National Secretary for recordkeeping.
5. Review and provide subsequent year budget request to the NASCOE Treasurer by May 1st.
6. The Committee Chairperson should notify the NASCOE President of any concerns or issues that need the NASCOE Executive Committee's immediate attention.
7. Committee Chairperson is responsible for maintaining the official committee files and at the end of the year delivering the files to the new Committee Chairperson via the NASCOE SharePoint.
8. Communication is the key to success of any organization. NASCOE is no exception. Committee Chairpersons shall provide responses promptly to inquiries of the membership, Area Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
9. Write articles for the national newsletter, as well as, writing articles and regular updates for the NASCOE Website.
10. They shall provide prompt responses, normally within 48 hours, to inquiries from the Membership, Area Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.

11. Keep a record of activities to pass on to successor national chairperson to assist in a smooth transition and in succession planning on the NASCOE SharePoint.
12. Promotes the use of NASCOE's virtual meeting platforms available to state associations and area committees.
13. All Committee Chairperson(s) shall, to the greatest extent possible, ensure the County Committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

Awards and Scholarship Committee Chairperson Duties

The Awards and Scholarships Chairperson is responsible for two important NASCOE programs – Awards and Scholarships. May delegate responsibilities as deemed necessary to fulfill the duties of the assigned committee. For the purposes of this handbook the duties of each program will be listed separately as they pertain to each program.

Awards Program Responsibilities

1. The Awards Committee Chairperson shall be familiar with the rules of the Awards Program. The Awards Chairperson is responsible for updating and maintaining the Awards & Scholarships Handbook and the information to be placed on the NASCOE web site. Be keenly aware of the timetable for submitting and judging Awards nominations and shall be responsible for assuring that the other members of the Awards Committee are aware of the importance of adhering closely to the timetable and assuring that the other members of the Awards Committee have a full understanding of the Awards requirements. It is imperative that all members of the Awards Committee are aware of the timetable for submitting and judging Award nominations and shall be responsible for assuring that the other members of the Awards Committee are aware of the importance of adhering closely to the timetable and assuring that the other members of the Awards Committee have a full understanding of the Awards requirements.
2. The Awards Committee Chairperson shall send timely notices to the Area Awards Chairpersons encouraging the promotion of the Awards Program. These shall be sent early enough for Area Chairpersons to relay the information to the area states to adhere to the timetable for Awards selection and judging.
3. The Awards Committee Chairperson shall notify the Distinguished Service Award Area and National winners by sending a congratulatory letter via email and carbon copying the person(s) who submitted the nomination and notify the NASCOE Executive Committee of the area and national winners.
4. The Awards Committee Chairperson shall prepare Sick Leave Awards for all states that will be distributed by the Area Executives at the National Convention.
5. The National Awards Chairperson is responsible for negotiating with a supplier to get the best price and fastest service on preparation of Award plaques and other items. The National Awards Chairperson is responsible for ordering plaques for National and Area Award winners to be presented at the national convention, area rally, or other meetings provided that sufficient advance notice has been given for plaques to be prepared timely. The Awards Chairperson is responsible for ordering other items such as Awards for outgoing Executive Committee members as directed by the President of NASCOE or the Executive Board.
6. The Awards Committee Chairperson shall keep the Judges informed of their duties and impress upon them the need for promptness in judging the nominations. The State Awards Chairperson and/or other person as delegated by the state shall be responsible for verifying that nominations submitted from the State meet the eligibility requirements.

Scholarship Program Responsibilities

1. The Scholarship Committee Chairperson shall review the Awards and Scholarships Handbook and be familiar with the rules of the Awards Program as it pertains to Scholarships. Be aware of the timetables for submitting and judging the Scholarship applications, and the importance of adhering closely to the timetables. Ensure that the Judges and Area Scholarship Chairpersons have a full understanding of the requirements.
2. The Scholarship Committee Chairperson shall send timely notices to the Area Chairpersons encouraging the promotion of the Scholarship Program. These shall be sent early enough for Area Chairs to relay the information to the area states to adhere to the timetable for Scholarship selection and judging.
3. The State Scholarship Committee Chairperson and/or other person as delegated by the state shall be responsible for verifying that nominations submitted from the state meet the eligibility requirements and are certified by an officer of that state. Any application that does not meet the requirements shall be returned to the applicant for revision, if time permits.
4. The Scholarship Committee Chairperson shall notify the Area and National winners by sending a congratulatory letter via email and notify the NASCOE Executive Committee of the area and national winners.
5. The national Scholarship Committee Chairperson is available to assist host states with soliciting items for the annual Scholarship Auction held during the National Convention and to locate an auctioneer to conduct the auction, if needed. The State Scholarship Chairperson is responsible for accepting, labeling, and displaying the auction items. Work with the NASCOE Secretary/National Convention Chairperson to assure proper locked space is available to store items prior to the auction.

Benefits and Emblems Chairperson Duties

The National Benefits Chair rarely works independently. The Benefits Chairperson should seek advice from the previous Chairperson, past and current NASCOE Executive Committee members, other past and present standing Committee Chairs as well as NASCOE membership. Setting goals and doing your best are critical to this position. Though you are not called upon daily to perform functions for this position, you must be ready every day to answer questions from membership and handle whatever may come your way. The combination of your leadership abilities, your respect and understanding of what NASCOE is and your commitment to serve will be a large component to your success.

Mission: To promote, preserve and make existing benefits accessible that were obtained by hard work and perseverance, while constantly seeking out new NASCOE benefits that are affordable, appropriate and appealing to NASCOE membership.

Benefits Program Responsibilities

1. Continually be on the lookout for benefit programs, products and services that would be available to NASCOE members.
2. Promptly assist members with questions or concerns. Work closely with other National Committee Chairpersons. NASCOE's mission depends on committees working together and sharing ideas.
3. Communicate frequently with all Area Benefits Chairpersons and ensure that information is properly distributed to the respective State Officers and State Benefits Chairs. Involve Area Chairpersons by delegating and assigning various tasks such as research, tracking, or writing an article.
4. Work closely with Teresa Dillard of Dillard Financial Solutions to understand various products the company promotes or services for NASCOE members.
5. Work closely with Trevor Gartner of AmeriLife as they continue to serve NASCOE with their group policies.
6. As chairperson, you are to do everything possible to protect the discounts exclusively available to NASCOE members. Fact finding and protecting privacy are also important aspects to this position.
7. Conduct all NASCOE Benefits Committee meetings during the NASCOE Convention. Meetings will highlight the current benefits offered, provide updates and will collect feedback to better serve NASCOE's members. The Benefits Chairperson will also be the liaison for any benefit related presentations conducted during the meeting to include breakout sessions or items presented during the general session.
8. After this meeting, you will be expected to give a verbal report of the committee's discussion and recommendations to the NASCOE Executive Committee as well as a written exit report that will be distributed accordingly. These reports will be made readily available to the NASCOE Secretary digitally.
9. Attend the National Convention, the Organizational Meeting, the Pre-Negotiation Meeting, and other meetings as requested by the President.

10. Communicate & promote both NASCOE and government-wide benefit information to membership through NASCOE newsletters, the NASCOE website, the NASCOE APP, or other means of communication.

Emblems Programs Responsibilities

1. The Emblems Committee Chairperson shall be responsible for promotion of the NASCOE Store via the NASCOE website, the NASCOE newsletter, and through the Area Chairpersons. Will submit news articles to the National Newsletter.
2. The Emblems Committee Chairperson works closely with the state and area chairperson on any questions, concerns, or suggestions they may have with the store front. The Chairperson shall inform states that emblems will be made available if requested. The Chairperson will also work with Emblems by Superior or other vendors to keep storefront up to date on NASCOE.
3. Additionally, the Emblems Committee Chairperson in conjunction with the Area Chairs will coordinate activities with Emblems by Superior at the National Convention and Area Rallies. The Emblems Committee Chairperson and Area Chairpersons will also assist states in requesting emblems services as needed.
4. The Emblems Chairperson will continue to sell NASCOE Emblem lapel pins and to keep an accurate inventory of such.

Legislative Committee Chairperson Duties

The job of Legislative Committee Co-Chairpersons is a position which generates a great deal of feedback and response from membership. While extremely rewarding, it will be challenging and frustrating as well. The Chairperson must recognize the different interests and opinions of each region and mold those concerns into a comprehensive policy for consideration by NASCOE leadership. It is important to fully utilize the committee to develop policy and delegate the work that must be accomplished. Further, success will come in small increments, and the race must be recognized as a marathon and not a sprint!

Duties of the Legislative Committee Co-Chairpersons include the following:

1. Organize and conduct meetings of the national legislative committee. This would include the organizational meeting and committee meetings at the national convention. Conduct TEAMS meetings with the committee members monthly.
2. Conduct weekly calls with the Legislative Consultant, NASCOE President, and Vice-President. Send call reminders to the group prior to the designated call time.
3. Communicate and work with the Legislative Consultant and Legislative Committee in developing policy and recommendations for action. Act as a liaison between the Consultant and NASCOE leadership, the legislative committee, and members.
4. Write articles for the national newsletter and issue periodic bulletins to membership on time sensitive issues of significant interest and needed.
5. Annually prepare a legislative budget proposal to be presented to the Executive Committee that addresses all funding needs including but not limited to, PAC Promotion, travel needs, awards, etc.
6. Travel to Washington, DC, and other states, as directed by the President, to make contacts with congressional delegations for the purpose of furthering the legislative agenda. Travel could occur with little notice.
7. Oversee development of position papers, written testimony, and related information for use by membership in furthering the goals of NASCOE.
8. Prepare written reports for NASCOE officers and area executives concerning committee actions/recommendations.
9. Work through the area legislative committee chairs to develop a network of contacts for key legislators. Encourage members to contact congressional representatives and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and work with consultant to train membership in this area.
10. Promote the Outreach and Advocacy Initiative to all states, encouraging them to build relationships with congressional members and their staff and with stakeholder groups.
11. Work with the PAC Coordinator and the entire Legislative Committee to annually plan, organize and propose a PAC Promotion.
12. Make sure the Legislative team vigorously promotes the PAC at the national convention, area rallies, and any NASCOE sponsored general membership meetings.
13. Annually promote the Legislator of the year and Coalition Partner of the year awards.

14. Periodically review the NASCOE Legislative webpages to update forms, informational materials, and contact information.

NASCOE PAC Duties/Responsibilities

Area Legislative Chairperson Assigned as Political Action Committee (PAC) Coordinator:

1. PAC Coordinator is elected by and reports directly to the NASCOE Legislative Committee Chairperson(s).
2. Maintain a current list of each state's active PAC participants.
3. The PAC Coordinator is responsible for maintaining the official PAC files. Upon assignment of a new PAC Coordinator, delivering the files (including electronic files) and associated supplies and materials to the new coordinator and ensuring a smooth and efficient transition.
4. Works closely with the NASCOE Legislative Consultant (PAC Treasurer) to ensure the PAC account is adequately managed.
5. Refers any matters or questions of PAC policy or procedures to the Legislative Consultant and/or Legislative Chairperson(s) as appropriate.
6. In addition to the required area legislative reports for area rallies and national conventions, the PAC Coordinator will provide a separate PAC progress report at the national convention, as well as periodically throughout the year when requested by the National Legislative Chairperson(s) or NASCOE's Executive Committee.
7. The PAC Coordinator will work closely with the National Legislative Chairperson(s) and the entire Legislative Committee to annually plan, organize, and propose a PAC Promotion. This proposal, once adopted by the Legislative Committee, will be presented to NASCOE Executive Committee for consideration.
8. Works with other Area Legislative Chairs to make sure new enrollees or current participants who wish to adjust their allotment contributions are promptly contacted to assist with completion of financial allotment processing through the National Finance Center (NFC) or Employee Personal Page (EPP) programs.
9. Communicates and works with the Legislative Consultant and Legislative Committee.
10. At the end of each pay period, reconcile PAC account bank statements and compare previous pay period contributor roster to current pay period contributor roster to identify contributors who have become inactive.
11. Works through the area legislative committee chairs to maximize opportunities to recruit and retain PAC contributors.
12. Promptly responds to requests for specific PAC information from the Legislative Consultant, Executive Committee, Area Legislative Chairs or State Associations. Each response should include a carbon copy (cc) to the National Legislative Chairperson(s). Additionally, if there are requests made that are of questionable nature, the PAC Coordinator must refer these requests to the National Legislative Chairperson(s) for review before any information is released.

13. Maintains an inventory of associated supplies and materials used for PAC promotion and enrollment. Requests budget consideration from the National Legislative Chairperson(s) for purchases of additional supplies/materials.
14. Works closely with National Legislative Chairperson(s) to coordinate the availability and shipment of PAC promotional materials to states and areas that are hosting rallies and conventions.
15. At least quarterly, and more frequently during PAC promotional periods, updates participation reports by state, area, and national levels.
16. Keeps all PAC educational/recruitment materials (PowerPoint presentations, brochures, fact sheets, etc.) updated and made available to all area legislative chairs via the NASCOE SharePoint.
17. Submits requests for reimbursement for expenses such as postage, supplies/materials, telephone calls, etc., by filing an expense claim with the NASCOE Treasurer.

Membership Committee Chairperson Duties

The Membership Committee Chairperson(s) is responsible for providing leadership in the effort to promote and maintain high levels of membership in NASCOE. The Membership Committee Chairperson(s) will be responsible for identifying and resolving percentage of membership issues as they occur.

The duties and responsibilities of the Membership Committee Chairperson include the following:

1. Coordinate nationwide outreach to all non-member County Office Employees about joining NASCOE. Collaborate with Area and State Membership Chairpersons to identify non-members and assist with tools for inviting them to join their respective state association and NASCOE. Membership Committee Chairperson(s) shall follow up with the Area Membership Chairpersons during their monthly meetings to ensure progress and support.
2. Work with the NASCOE Treasurer to ensure State Treasurers have the correct dues transmittal form and understand the dues submission and to ensure quarterly membership reports are updated accurately.
3. Conduct monthly committee meetings with Area Committee Chairpersons and invite NASCOE officers to participate. Maintain regular communication with Area and State Membership Chairpersons to coordinate membership efforts and ensure alignment across all levels.
4. Conduct a training session each October for all Area Membership Chairpersons to review the duties and responsibilities of the position. The Area Membership Chairpersons will provide training sessions to their respective State Membership Chairpersons.
5. Write articles for the national newsletter. Provide articles and regular updates for the NASCOE Website and NASCOE APP.
6. Organize and lead the Membership Committee meeting(s) at the annual NASCOE Convention. Prepare and present a comprehensive Membership Committee report detailing the committee's activities, recommendations, and resolutions. Ensure timely preparations and submission of all committee reports and meeting minutes to the NASCOE Officers, Executive Committee, and Area Committee Chairpersons.
7. Maintain up-to-date Membership Committee materials – including NASCOE President's Letters, PowerPoint presentations, training, brochures, flyers – and ensure they are accessible to all Area and State Membership Chairpersons via the NASCOE SharePoint.
8. Maintain inventory of all membership supplies for distribution to states. Receive, process, and ship all membership supply orders in a timely manner.
9. Create, inform, and remind states of deadline for submitting membership awards for counties and individuals who qualify for the 25-year through 65-year membership recognition. Verify individuals who have reached a 55-year consecutive membership of NASCOE. These members may be provided with a special award for their enduring loyalty. Present these awards at the annual NASCOE Convention and provide a list to the NASCOE Secretary for inclusion in the Convention Minutes.

10. Maintain the listing of NASCOE Honorary Lifetime Memberships. Distribute the Lifetime Membership Certificates to the applicable state(s) for presentation.
11. Accept requests from states for waivers of the requirements for Honorary Lifetime Memberships and present requests to the Executive Committee for their decision. Notify applicable states of the Executive Committee's decision.
12. Provide prompt responses – typically within 48 hours – to inquiries from Area and State Membership Chairpersons, NASCOE Executive Committee, and outside vendors.
13. Maintain a record of committee activities in the NASCOE SharePoint to support succession and a smooth transition for the incoming national chairperson(s).
14. In accordance with the NASCOE Executive Committee Policy, during the annual organizational meeting the Executive Committee shall determine if the Membership Workgroup shall convene according to the following outline:
 - Membership Workgroup Members
 - President
 - Vice President
 - National Membership Chair(s)
 - All Area Membership Chairs
 - One Area Executive
 - Five new members (one from each area)
 - Others invited at the discretion of the President
 - Meeting Schedule
 - Every other year
 - Consider meeting in January

If the Membership Workgroup is convened, the Membership Chairperson(s) shall work with the Executive Committee to prepare the agenda and develop presentation materials.

15. Work with Area and State Membership Chairpersons to obtain information on members who passed away during the year for inclusion in the NASCOE memorial at the annual NASCOE Convention. Designate an individual to manage this task and submit their name to the NASCOE President before the Organizational Meeting held the year prior to convention.

County Office Advocacy Committee Chairperson Duties

Mission Statement of the NASCOE County Office Advocacy Committee (COAC): To protect, enhance, and provide continual education for the farmer-elected committee and county office system for the betterment of NASCOE's membership, county office FSA employees, and the agricultural communities we serve while working independently, but cooperatively, with the National Association of Farmer-Elected Committees (NAFEC).

Duties of the County Office Advocacy Committee National Chairperson include the following:

1. Provide the Executive Committee with a report of engagement annually at the National Convention that ensures previous year's successes and failures are analyzed.
2. Direct the committee to work cooperatively with NAFEC while maintaining NASCOE autonomy.
3. Work with NASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.
4. Lead by example and actively recruit their own COC members for NAFEC membership and leadership roles within NAFEC.
5. Encourage all area chairpersons to become NAFEC associate members and promote NAFEC membership when possible.
6. Support and participate with NAFEC in its annual membership drive by distributing and publicizing NAFEC brochures, media, and other promotional materials to all current and prospective members and associate members.
7. In coordination with the NASCOE President, assist NAFEC in the development of NAFEC position papers, written testimony and related information that will be of benefit to both NAFEC and NASCOE.
8. Be aware of benefits that are available to NAFEC members and share that information with NASCOE/NAFEC Area Chairs.
9. Write articles for NASCOE publications as requested.
10. Work closely with the NASCOE Publicity Chairperson to use all available media to provide educational outreach regarding county committee/county office authorities.
11. Monitor FSA directives (notices, handbook amendments, and policies) for issues potentially impacting the farmer-elected committee and county office system. Issues and concerns shall be elevated and resolved through appropriate NASCOE and NAFEC channels immediately. When national, regional or state issues arise, engage area/state chairs in a process which will achieve committee chair empowerment, engagement, education and workload sharing.
12. Promote meaningful and effective county committee training for all FSA county committee members, FSA district directors, and FSA county executive directors by working with NASCOE officers, Executive Committee, and FSA national and state offices.
13. Promote the tenet that county committee/county office authorities and roles are core components of county executive director trainee (CEDT), county office program analyst (PA) training and other administrative and management-oriented programs.

14. Timely prepare and submit committee reports and meeting minutes to the NASCOE officers, Executive Committee, and committee area chairpersons.
15. Conduct at a minimum, quarterly committee conference calls with committee area chairpersons. Invite NASCOE officers and national chairs to attend monthly conference calls. Appoint member of committee to take notes for internal (Executive Committee and the COAC only) email distribution.
16. Delegate each area chairperson with monitoring a specific area of responsibility, to be determined annually. As an example:
 - Administrative Operations
 - Chief Human Officers Council (CHCO) and FPAC Notices
 - County Committee Program Authorities
 - NAFEC Liaison
 - Personnel Management
17. Keep a record of activities to pass on to successor national chairpersons to assist in a smooth transition and in succession planning on the NASCOE SharePoint.
18. Establish an electronic library of resource documents for county committee/county office authorities on the NASCOE SharePoint.
19. Each October conducts a conference call training with all area chairpersons to review the Roles and Responsibilities Handbook with the COAC national and area chairpersons.
20. Emphasize to all NASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of NASCOE's existence and future.

Programs and Negotiations Committee Chairperson Duties

Problems arise throughout the year concerning inefficiencies/issues in FSA program areas (policy, software, forms, program requirements, etc.). The Programs and Negotiations Committee (PNC) Chair(s) is responsible for educating the membership as to the purpose/responsibility/availability of the Programs and Negotiations Committee. Also responsible for accepting and acting on any issues brought to his or her attention. The PNC chair(s) and the officers will determine if the submission is a program submission or negotiation item.

Other duties of the Programs and Negotiations Chairperson(s) include:

1. Review the issue and make the decision whether to act immediately or to wait and approach the issue during the negotiation/consultation period. The Committee Chair(s) may consult with the President and Vice President in making the decision. The submitter should instantly receive a confirmation page for their submission, which will be their acknowledgement of receipt for the submission.
2. Regularly communicate and work with the Area Chairpersons to research issues. The Committee Chair(s) may delegate responsibility for conferring with the person who submitted the issue, researching the item, and/or requesting clarification from the submitter.
3. Responsible for contacting and conferring with the appropriate FSA leadership representatives for a response and resolution to the problem. The means by which to submit the issues that are prepared for the National Office will be dependent on the requirements/requests of the FSA NO representatives. Follow up to provide additional information and/or to obtain responses from the NO may be required of the National Committee Chair(s).
4. It is pertinent for the Committee Chair(s) to have active communication with the FSA leadership representative(s) for program submissions. This includes but is not limited to weekly/bi-weekly TEAMS meetings, TEAMS chat, and/or emails all through his or her USDA account. Communication may include meeting updates, request for an item to be reviewed immediately, or discussion of a submission.
5. Respond to the NASCOE member with the response to the issue. The submission's issue, facts, solution, and NO response will also be shared with the Officers and the submitter's Area Executive, Area Alt-Exec, and Programs and Negotiations Area Chair. A listing of items/responses/resolutions may be published in the NASCOE newsletter, NASCOE app, NASCOE social media platforms, and NASCOE web site after clearance through the NASCOE President and/or Vice President.
6. Participate and take an active role in the Negotiation/Consultation process. Working with the NASCOE Secretary, the Committee Chairperson(s) will participate in researching/preparing items for consideration by the Negotiation Team, educating Negotiation Consultants in the process of negotiations with management, aiding with the writing of NASCOE positions on program items for consultation with management, and may be assigned the "lead" to present individual items during the Negotiation/Consultation meeting with management.

Publicity Committee Chairperson Duties

The NASCOE Publicity Committee works to inform and engage NASCOE members through timely, accurate, and visually appealing communications. The Publicity Committee must be cognizant of the needs/desires of the membership when determining the content of the newsletter and other outreach platforms. The Publicity Committee Chairperson is responsible for providing leadership to NASCOE in achieving the mission of the committee. Technical skills in written and visual communications, including, desktop publishing, social media, photography, and video production, are beneficial for the National Publicity Chair to possess.

Duties of the Publicity Chairperson include:

1. Ensuring the production and maintenance of NASCOE's Communication Channels.

Receive approval for ALL posts from the President or Vice-President

- NASCOE Newsletter: Ensure the production, publication, and distribution of 1-2 newsletters annually.
 - At the beginning of the NASCOE year, an all-inclusive and comprehensive introductory newsletter should be released no later than November.
 - An attempt should be made to partner with Dillard Financial, in years they are still a NASCOE Benefits Provider, to assist with the design and printing, if applicable, of at least this introductory newsletter, if the contract allows.
 - The content should be introductory and general in nature, with articles submitted by each officer, each committee chair(s), and each area executive (may be done jointly with alternate executive if the Officers so advise).
 - An optional spring newsletter may be produced by with the direction of the President, to determine if one is necessary, and what content could be required.
- NASCOE Facebook Page – NASCOE News (<https://www.facebook.com/NASCOENews/>)
The Publicity Chair will serve as the Administrator for the NASCOE News Facebook page.
 - Post photos/updates of NASCOE members at work during all NASCOE meetings & events.
 - Post greetings to NASCOE members for all Federal Holidays.
 - Post other items at the request of the NASCOE Officers.
 - Respond timely to questions or messages that come into the NASCOE News page, consulting with the appropriate officer, exec or committee chair, if needed.
- NASCOE Social Media Platforms: Promote NASCOE events using official NASCOE Social Media Platforms (Instagram, TikTok, etc.).
- NASCOE App/Glue Up Platform: Assist membership with member contact information updates, new member registration and related issues, and member app access.
 - Add members as contacts and membership review requests and assign said requests to the appropriate area membership chair for review/approval/denial based on their membership reports.

- Assist membership with any member access issues as applicable, and forward requests to the appropriate NASCOE team as needed.
 - Create needed trainings and resources for NASCOE app access, troubleshooting, and basic usage as needed.
 - Create Canva designs and post to the app as directed by the President and any applicable delegate.
2. Conduct the annual Convention Cash Club essay contest. The Convention Cash Club essay contest awards \$500 to one member in each area who has not previously attended a NASCOE Convention. Responsibilities for this contest include:
 - Choosing, with Area Chairs, a tagline to coordinate with the Convention location.
 - Distributing contest entry information.
 - Providing submitted essays to Area Chairs for judging. Chairs may not judge entries from their area.
 - Overseeing judges, enforcing contest rules, and notifying winners.
 - Provide winners with information on how to obtain the stipend.
 3. Coordinate photography services at the NASCOE Convention. Duties include:
 - Communicate with National Convention Host State to determine a suitable area for State and Area Group Photos, Officer, Executive and Committee chair individual and group photos.
 - Determine and publicize the order, time, and location of Area and State group photos, coordinating with the NASCOE Secretary.
 - Assist convention photographer with the group photos.
 4. The National Publicity Chair is responsible for the supervision and coordination of Area Publicity Chairpersons. Duties may include:
 - Conduct regular conference calls to coordinate Publicity activities.
 - Aid with publicity issues across the country.
 - Organize and conduct the Publicity Committee meeting(s) at the NASCOE Convention.
 - Present the report and recommendations of the committee at the national convention.
 - Represent the Publicity Committee at the Organizational and Pre-Negotiation meetings, as well as any other meetings as requested by the NASCOE President.
 5. Coordination with NAFEC and RASCOE on Articles for the Newsletter and Website. The Publicity Chair shall coordinate with NAFEC and RASCOE officers, at least annually, to ensure that up-to-date information is displayed on the NASCOE website.

Webmaster Duties

The NASCOE Webmaster is responsible for creating, designing, optimizing and updating web pages, and maintaining the national NASCOE website. The work for this position shall be done on the webmaster's personal equipment. Government Equipment shall not be used for creating or maintaining the NASCOE website.

Skills necessary: Technical skills in written and visual communications, including web design, desktop publishing, social media, photography, and video production, are beneficial for the NASCOE webmaster to possess. Webpage design experience and training necessary. Experience using Flash, Adobe Photoshop, Adobe Acrobat, and others will be beneficial. Webmaster should keep current with major web technologies, to provide the best content and functionality of the Website.

The Webmaster Chairperson duties and responsibilities include:

1. Create and update the national NASCOE website and sub-pages that may include forms, menus, tables, frames, graphics (such as buttons and menus), and other elements. Create and maintain other web elements as directed by the Officers and Area Executives.
2. Work closely with NASCOE Officers, Area Executives and Committee persons to ensure web content is current and accurate.
3. Maintain the website structure and organization including backing up the website, deleting unused files and organizing directories. Maintain data on server to facilitate the utilization of other tools as needed.
4. Scan, optimize, and upload photographs, convert documents to PDF files, and upload to the appropriate place in the web.
5. Quarterly maintenance, to include updating the site to delete outdated content and add current information, as directed by email and phone, looking for and fixing errors, looking for and repairing broken links, making certain that all pages are correctly formatted, and all other upkeep as needed.
6. Work closely with other agencies, internal and external customers and organizations regarding all aspects of the website. Provide regular reports on Web activity to the Officers.
7. Webmaster may be required to communicate technical information through non-technical verbal and written interactions.
8. Maintains the nascoe.org domain name, and the hosting account on the server, billing NASCOE for any expenditures involved. Expenditures which exceed normal hosting and domain expenditures must be approved by the Executive Committee in advance.
9. Confidentiality is important to this position. The Webmaster will need the ability and judgment to identify what is appropriate for the web and verify that submissions have been approved through official channels, i.e. the NASCOE President and/or Vice President.
10. This position reports to the Publicity Chairperson. If the Publicity Chairperson serves as the webmaster, then supervision will be provided by the NASCOE Officer Team.

Resolutions and Parliamentary Chairperson Duties

The NASCOE Parliamentary and Resolutions Chairperson is appointed by the NASCOE President to provide support and guidance to NASCOE in Parliamentary Procedure as it pertains to Executive Committee meetings and meetings of membership including national convention. The Parliamentary is also responsible for providing technical advice to the Executive Committee, National Committee Chairpersons, Board of Directors and/or NASCOE members on interpretation and implementation of the Bylaws, Executive Committee Policies, Travel Policy, and other policies of NASCOE.

The Parliamentary and Resolutions Chairperson duties and responsibilities include:

1. The Chairperson should be well-versed in Roberts' Rules of Order and the application of those rules to facilitate or direct the discussions and keep order at meetings of NASCOE.
2. The Parliamentary should have a working knowledge of the NASCOE Bylaws, and ALL standing policies of NASCOE including the Executive Committee Policies and Travel Policy. Should be prepared to offer technical advice in the interpretation and implementation of said policies.
3. The Parliamentary reviews proposed resolutions for proper structure and content then resent any proposed resolutions to the membership.
4. Provides guidance to committee chairpersons on the proper format of preparing reports and minutes of meetings at national convention.
5. Provides guidance and assistance to the Secretary in preparing meeting agendas, taking meeting notes, and preparing meeting minutes.
6. Reviews the NASCOE Executive Committee Policies and Travel Policies, presents proposed changes to NASCOE Executive Board, and updates documents of action taken and distributes as needed.
7. Responsible for establishing, maintaining, distributing, and presenting the National Convention Policies.
8. May be asked to review Parliamentary Procedure with the general assembly at national convention.
9. Should have knowledge of all the business to come regularly before the meeting and call for it in its regular order.
10. The Parliamentary shall be unbiased in matters being discussed at meetings. Participation in meetings should be limited to giving parliamentary or policy advice to the Chair, and, when requested, to any other member of NASCOE.
11. The Parliamentary shall call the attention of the Chair to any errors in parliamentary procedure.

Section 3 Area Executive and Alternate Area Executive

Area Executive Committeeperson Duties

The Area Executive Committeeperson is elected at the National Convention by the representatives of the states in attendance from the Area. The Area Executive Committeeperson serves on the NASCOE Executive Committee.

Responsibilities include:

1. Timely, in advance of the annual Organizational Meeting, recommends to the NASCOE President the appointment of the Area Committee Chairpersons for the following Committees: Awards/Scholarship, Benefits/Emblems, Legislative, Membership, Programs/Negotiations, Publicity, and County Office Advocacy. The Executive also recommends members to serve as judges for the Area Awards nomination, and judges for Scholarship.
2. Engages and closely works with the Area Alternate Executive to build experience, continuity and succession planning for the area's continued leadership.
3. Maintains communications and works cooperatively with national committee chairpersons to address any area deficiencies or concerns.
4. Continually and proactively evaluates area and state membership percentages and takes appropriate action to address potential or actual membership percentage concerns to prevent any state from losing affiliation with NASCOE.
5. Attends all Executive Committee meetings. If unable to attend, notifies the Alternate Executive Committeeperson to attend as the voting member for the area.
6. Responds to the NASCOE Officers within 48 hours with requested information when changes in policy are proposed. If no response, it is assumed that the document(s) will become "official" positions of NASCOE or that changes are approved as written.
7. Keeps the appointed Area Chairpersons, the Area State Officers, and Publicity Chairperson, informed of NASCOE news and updates by providing them in a timely correspondence, through any or all resources available (email, conference calls, TEAMS meetings, area social media page, etc.) as deemed appropriate and timely. Providing timely and accurate correspondence is a priority of the Area Executive Committeeperson. Correspondence shall be shared with each of the NASCOE Officers, the other Area Executive Committeepersons, the area's alternate executive, and National Committee Chairpersons.
8. Area Executive Committeepersons should send an introductory message to all members in their area as soon as possible after taking office. This should include personal contact information and include an introduction of area committee chairpersons and the applicable state president.
9. Promotes the use of NASCOE's virtual meeting platforms available to state associations and area committees.

10. Works with NASCOE Treasurer, each state association, and area membership chairperson to ensure quarterly NASCOE dues, and area dues if applicable, are submitted timely.
11. Works with the NASCOE Treasurer to monitor accuracy, progress, and timeliness of state association/area chairperson stipends/reimbursements.
12. Plans and conducts an Area Rally by selecting and working with the host state.
13. If the NASCOE National Convention is hosted in applicable area, the Area Executive will work, as a liaison, with the host state and the NASCOE Convention Chairperson(s) to ensure planning, organization, promotion, fundraising, and communication activities are effectively and efficiently carried out.
14. Plans and prepares agenda for Area Meetings held during the National Convention. Invite speakers if desired. Conduct the Area Meetings with assistance from Alternate Executive. Ensures a quorum of state delegates are present before convening an official business meeting to transact any business.
15. Area Chairperson should prepare minutes and submit to NASCOE Secretary when any official delegate action is taken. This includes rally meetings, national convention area breakout meetings, and area conference calls/virtual meetings. The Area Executive should consider appointing a secretary to take notes so that accurate minutes can be prepared.
16. At the discretion of the President, duties will be assigned for National Convention Q&A.
17. Keeps current on NASCOE issues within states in the Area and be available to assist as needed. Acts as liaison between area states and the Executive Committee of NASCOE. Keep the Officers of NASCOE informed of any NASCOE issues in the Area that warrant action by an Officer of NASCOE. The NASCOE Officers and Area Executive Committeeperson will determine an appropriate course of action.
18. Keeps the NASCOE Directory on the NASCOE SharePoint updated as they become aware of changes, no less than. At a minimum, the directory shall include the name, personal telephone number, and personal email address of the Area Executive Committeeperson, Alternate Area Executive Committeeperson, Area Committee Chairs, Area State Officers, Area State Committee Chairpersons, and area awards and scholarship judges. Other information may be included as deemed necessary by the Area Executive Committee Person.
19. Evaluates member requests for a conference with the NASCOE attorney for employee related issues. The Area Executive will provide a synopsis of the problem with a recommendation for appropriate action to the NASCOE Vice President.
20. Attend state conventions within the area as a NASCOE representative, if invited by the state. The Alternate Executive Committeeperson may attend state conventions within the area as a NASCOE representative if the Area Executive Committeeperson has been invited but cannot attend and the NASCOE Travel Policy is followed. Any change in state convention attendance should be approved by the NASCOE President in advance.

Alternate Area Executive Committeeperson

The Alternate Area Executive Committeeperson is elected at the National Convention by the representatives of the States in attendance from the Area. The Alternate Executive Committeeperson serves as an alternate to the Area Executive Committeeperson and will assume the duties of the Area Executive Committeeperson whenever unable to perform the duties of that office.

Responsibilities include:

1. The Alternate Executive Committeeperson shall work with the Area Executive Committeeperson and assist whenever it is necessary. May be responsible for specific duties in the area as determined by the Area Executive Committeeperson.
2. The Alternate Executive Committeeperson will not assume any duties of the office unless requested to do so by either the Area Executive Committeeperson or a NASCOE Officer. The Alternate Executive will engage and work closely with the Area Executive to build experience, continuity and succession planning for the area's continued leadership.
3. The Alternate Executive Committeeperson may conduct a portion of the Area Rally meetings as well as the Area Meetings held during the National Convention.
4. The Alternate Executive Committeeperson may be invited to attend Executive Meetings if authorized by the NASCOE President. The Alternate Executive Committeeperson may attend state conventions within the area as a NASCOE representative if the Area Executive Committeeperson has been invited but cannot attend and the NASCOE Travel Policy is followed. Any change in state convention attendance should be approved by the NASCOE President in advance.

Section 4 Area Committee Chairpersons

General Duties: Area Committee Chairpersons and Judges

Committee Chairperson Duties as they apply specifically to the committee are listed on the following pages. Some general duties apply to all Area Committee Chairpersons and include:

1. The Area Committee Chairperson shall work closely with the National Committee Chairperson and the other Area Committee Chairpersons for the respective committee. Any request made by the National Committee Chairperson shall be answered promptly with copies sent to the National Committee Chairperson for confirmation that the task has been completed.
2. The Area Committee Chairperson shall within 48 hours send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each Area State Chairperson. Information from the NASCOE Officers will be sent to the Area Executive Committeeperson and it is their duty to send it on to the Area Chairpersons and Area State Officers. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.
3. The Area Committee Chairperson will be responsible for submitting a news article as assigned by the National Committee Chairperson for publishing in the NASCOE newsletter.
4. The Area Committee Chairperson is responsible for giving a report of the yearly activities at the Area Rally and at the Area Meetings during the National Convention. In the event the Area Chairperson is unable to attend either of these functions, timely notify and submit a report to the Area Executive Committeeperson for presentation in his/her behalf.
5. Any resolutions originating within the Area pertaining to a specific committee shall be submitted to that respective National Committee Chairperson prior to the National Convention. If not written in correct form, ample time shall be allowed for the Parliamentarian(s) to compose them properly.
6. If responses from the State Chairpersons are not satisfactory the Area Chairperson should inform the State President. The communication network of NASCOE is the link between membership and national officers. Everyone must do his/her part to follow the communication chain.
7. Keep a record of your activities on the designated NASCOE SharePoint to pass on to your successor. Contact the National Committee Chairperson or Area Executive Committeeperson with questions, suggestions, concerns or problems you may have.
8. Any expense for postage, telephone calls, etc., is reimbursable by filing a claim with the NASCOE Treasurer.

Area Awards Committee Chairperson Duties

The Area Awards Committee Chairperson works under the direction of the National Committee Chairperson. Duties of the Area Awards Committee Chairperson include:

1. The Area Awards Committee Chairperson should be familiar with the rules of the Awards Program. The Awards and Scholarships Handbook and other information are available on the NASCOE website. Be aware of the timetable for submitting and judging of Awards nominations. The Chairperson should be aware of the importance of adhering closely to the timetable and be sure the other members of the Area Awards Committee have a full understanding of the Awards requirements.
2. The Area Awards Committee Chairperson shall send timely notices to the Area States encouraging the promotion of the Awards Program. These shall be sent early enough for States to adhere to the timetable for Awards selection and judging.
3. The State Awards Chairperson shall be responsible for verifying that nominations submitted from the state meet the eligibility requirements and are certified by an officer of that state. Any nominations that have not been certified as meeting the eligibility requirements shall be returned to the state.
4. The Area Awards Committee Chairperson shall keep the Area Judges informed of their duties and impress upon them the need for promptness in judging the Area nominations.
5. Forward recommendations to the national chairperson to make the process more efficient.
6. Forward all applications for awards/scholarships to both state committee chairpersons and state judges.

Area Awards Judges Duties

The Area Awards Judges are appointed by the NASCOE Area Executive Committee person with the concurrence of the NASCOE President. The Judges should be a blend of members from the various State Associations with PA's and CED's represented. There should be three (3) to five (5).

1. These Judges are responsible for following instructions of the Area Awards Committee Chairperson. The primary function is the judging of the nominations submitted for Area competition.
2. It is the responsibility of those persons serving as judges to become familiar with the Awards Program regulations by reading the Awards and Scholarships Handbook available on the NASCOE website.
3. There is a timetable that must be adhered to, and it is imperative that all judges realize this and carry out the duties of this important function. If an award nomination that does not meet the eligibility criteria is submitted to be judged, it is the responsibility of the judge to notify the Area Awards Chairperson for further instruction.
4. The Area Committee Chairperson shall encourage all State Awards Chairpersons to set a reasonable deadline to submit all chairs and judging committees.

Area Scholarships Committee Chairperson

The Area Scholarship Committee Chairperson should read the Awards and Scholarships Handbook and be familiar with the rules as it pertains to Scholarships.

Responsibilities include:

1. Be aware of the timetables for submitting and judging the Scholarship applications. The Chairperson should be aware of the importance of adhering closely to the timetables and be sure the judges and State Scholarship Chairpersons in the Area have a full understanding of the requirements.
2. The Area Scholarship Committee Chairperson shall send timely notices to the Area States encouraging the promotion of the Scholarship Program. These shall be sent early enough for states to adhere to the established timetables.
3. The State Scholarship Committee Chairperson shall be responsible for verifying that applications submitted from the state meet the eligibility requirements and are certified by an officer of that state. Any application that is not certified shall be returned to the state for revision, if time permits.

Area Scholarships Judges

The Area Executive Committee person shall appoint Scholarship Judges, with concurrence of the NASCOE President, to judge applications. The Judges should be a blend of members from the various State Associations with PA's and CED's represented. There should be three (3) to five (5) judges.

Responsibilities include:

1. People serving as judges should become familiar with the scholarship regulations by reading the Awards and Scholarships Handbook.
2. There is a timetable that must be adhered to, and it is imperative that all judges realize this and carry out the duties of this important function.

Area Emblems Committee Chairperson

The Area Emblem Chairperson will be responsible for:

1. Encouraging Emblem displays at State Conventions and Area Rallies.
2. May be responsible for securing the displays and keeping track of the sales and monies to be sure it reaches the National Emblem Committee Chairperson or emblems provider.
3. Maintain and distribute information within the area states concerning purchasing emblems from the NASCOE Store.
4. Keep thinking of ideas for new Emblem items and pass them on to the National Emblem Chairperson.
5. The Area Benefits/Emblems Committee Chairperson is responsible for giving a report of the yearly activities at the Area Rally and at the Area Meetings during the National Convention. Shall present during the Area meeting, any proposed recommendations/resolutions to membership. In the event the Area Chairperson is unable to attend either of these functions, timely notify and submit a report to the Area Executive Committeeperson for presentation on his/her behalf.
6. Provides the Area Executive and Emblems Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
7. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area Emblems activities.
8. Keep a record of their activities to pass on to their successor on the NASCOE SharePoint.
9. Contact the National Benefits/Emblems Chairperson or Area Executive Committeeperson with questions, suggestions, concerns or problems you may have.
10. Shall within 48 hours, send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each State Benefits/Emblems Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Benefits/Emblems Committee Chairperson of each of the Area States. This is a vital and necessary link in communication within the NASCOE organization.
11. Timely prepare and submit Area Committee reports and meeting minutes to the Area Executive Committeeperson, and the Benefits/Emblems Committee chairperson.

Area Benefits Committee Chairperson

The Area Benefits Committee Chairperson has many duties including:

1. Keep abreast of any information that could possibly be of value in pursuing more improved benefits for our members.
2. The Area Benefits Committee Chairperson should stay in contact with the Area Legislative Committee in working on common issues with Congress regarding benefits.
3. Communication is key to the success of the NASCOE Benefits Committee. Area Benefits Chairpersons are critical links to the states in their area. Area Chairpersons should timely forward all relevant information to the respective State President and State Benefit Committee Chairpersons.
4. Area Benefits Committee Chairpersons should always promptly assist members with questions or concerns and never hesitate to contact the National Benefits Committee Chairperson for assistance in resolving such matters.
5. Area Benefits Committee Chairpersons should be willing to develop a good working relationship with the NASCOE Benefits Provider as well as their supporting staff. By fostering good, open communication, you are a vital link between the NASCOE membership and the NASCOE Benefits Provider. Please be aware that you may encounter confidential information at times and you will need to respectfully and confidentially handle the details accordingly.
6. Area Benefits Committee Chairpersons should promptly report any known abuse of any benefits by non-members to the National Benefits Committee Chairperson. Steps should also be taken with the President of the State Association involved in gathering all details and coming up with a solution.
7. The Area Benefits/Emblems Committee Chairperson is responsible for giving a report of the yearly activities at the Area Rally and at the Area Meetings during the National Convention. Shall present during the Area meeting, any proposed recommendations/resolutions to membership. In the event the Area Chairperson is unable to attend either of these functions, timely notify and submit a report to the Area Executive Committee person for presentation on his/her behalf.
8. Provides the Area Executive and Membership Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
9. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area Benefits/Emblems activities.
10. Keep a record of their activities to pass on to their successor on the NASCOE SharePoint.
11. Contact the National Benefits/Emblems Chairperson with questions, suggestions, concerns or problems you may have.

12. Shall within 48 hours, send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each State Benefits/Emblems Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Benefits/Emblems Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.
13. Timely prepare and submit Area Committee reports and meeting minutes to the Area Executive Committeeperson, and the Benefits/Emblems Committee chairperson.

Area Legislative Committee Chairperson

The following are expected duties and responsibilities for Area Legislative Committee Chairpersons:

1. Serve as your area's representative on the national legislative committee and attend all national legislative committee meetings, reporting results of these meetings to the area executive and states.
2. Attend and participate in the National Legislative Committee organizational meeting and legislative conferences as requested.
3. Maintain an up-to-date email and regular mail listing of State Legislative Chairpersons and Presidents for the purpose of forwarding legislative updates and requests for action in furthering the legislative agenda.
4. Work through the State Legislative Chairpersons to develop a list of NASCOE members and friends of NASCOE to serve as contacts to influence key congressional members on NASCOE issues.
5. Lead legislative committee area meetings. Area legislative committees shall be made up of state legislative chairs.
6. Make legislative contacts or direct contacts through states as directed by the National Legislative Chairpersons. Area Chair could be expected to develop example correspondence for use by States.
7. Area Legislative Chairpersons can expect an assignment to monitor a legislative area or assist in projects that further the legislative agenda.
8. Encourage membership to contact congressional representatives and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and advise the Area States of this in communication with them.
9. Work closely with the Area Benefits Committee Chairperson in following legislation which may affect membership. Do not hesitate to contact the National Chairperson(s) if you hear or read something that may have been unknown to others.
10. Promotes the goals and objectives of NASCOE's PAC and educate, recruit, and retain participants.
11. Communication and outreach are the key elements to success of the PAC. Regular communication is expected between the national chairperson, area chairpersons, and state chairpersons. Any breakdowns in communication should be discussed with the National Legislative Chairperson, Area Executive, or State President.
12. Coordinates the effort to recruit every non-PAC contributor in his/her represented area.
13. Follows up to determine status of contributors who are identified, by the PAC Coordinator, as inactive by the PAC coordinator.
14. Promptly carries out and responds to any request made by the National Committee Chairperson(s).

15. Responsible for giving a report of the yearly PAC activities/accomplishments at the Area Rally and at the Area Meetings during the National Convention. In the event the Area Chairperson is unable to attend either of these functions, timely notify and submit a report to the Area Executive Committee person(s) for presentation in his/her behalf.
16. Responsible for being present at the NASCOE PAC recruitment table at National Conventions to assist members enroll in the NASCOE PAC.

Area Membership Committee Chairperson

The duties of the Area Membership Committee Chairperson include:

1. Serves as the Area representative on the NASCOE Membership Committee.
2. Shall contact each state membership chairperson/president/treasurer to introduce themselves upon beginning the position and request all personal contact information. Develops and updates an email distribution list of State Membership chairpersons. The Area Chairperson should refer to the most current area directory for this information.
3. Encourage each State Membership Chairperson, within their respective Area, to work with their State Treasurer to ensure that dues are submitted promptly to the NASCOE Treasurer when collected. Monitor dues submissions from states in the Area.
4. The Area Membership Chairperson shall work with state membership chairs to identify non-members and assist with tools for outreach to these non-members inviting them to join their state association and NASCOE. The Area Membership Chairperson shall follow up with the area states, when necessary, but no less than each quarter.
5. Area Membership Chairperson shall work closely with the National Membership Chairperson(s) and the Area Executive Committeeperson to improve the membership percentage for the area and to address any issues/problems timely.
6. Encourage State Membership Chairpersons to reach out to new employees about joining their State Associations and NASCOE. The Area Membership Chairperson shall follow up with the area states as deemed necessary, but no less than quarterly.
7. Participate in monthly NASCOE Membership Committee meetings. Be prepared to give reports when requested for their area.
8. The Area Membership Committee Chairperson is responsible for giving a report on the yearly activities at the Area Rally and at the Area Meetings during the National Convention. Present during the Area meeting, any proposed recommendations/resolutions to membership. In the event the Area Chairperson is unable to attend either of these functions, timely notify and submit a report to the Area Executive Committeeperson for presentation on his/her behalf. Provides the Area Executive and Membership Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
9. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area membership activities.
10. Keep a record of their activities in SharePoint to pass on to their successor.
11. Contact the National Membership Committee Chairperson(s) or Area Executive Committeeperson with questions, suggestions, concerns, or problems you may have.
12. Facilitate opportunities for states to share ideas, tips, and best practices for increasing membership. This can be done via TEAMS meetings, e-mail, or other forms of communication on a quarterly basis.

13. Shall within 48 hours send copies of all information received from the National Committee Chairperson(s) and/or the Area Executive Committeeperson on to each State Membership Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Membership Committee Chairperson of each state of the respective area. This is a vital and necessary link in the communication process within the NASCOE organization.
14. Shall work closely with the National Membership Chairperson(s) and the Area Executive Committeeperson to improve the membership percentage for the area and to address any issues/concerns timely.
15. Shall provide prompt responses, normally within 48 hours, to inquiries and/or requests from membership, National Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
16. If a Membership Workgroup meeting is scheduled to be convened, the Area Chairpersons shall work with the Membership Committee Chairperson to prepare an agenda and presentation of the applicable items to review and discuss during this meeting.

County Office Advocacy Area Committee Chairperson Duties

Duties and responsibilities of the County Office Advocacy Area Chair include:

1. Serves as the area representative on the NASCOE County Office Advocacy Committee.
2. The COAC Area Chairperson serves at the pleasure of the Area Executive but works with the national chairperson to perform functions advancing the mission of the COAC.
3. Provides input to the National Chairperson in developing an annual operating plan to be presented to the Executive Committee at the Organizational Meeting.
4. Develops and updates an email distribution list for state COAC chairpersons. The area chairperson should refer to the most current area directory for this information.
5. Immediately sends committee communications to Area Executives and State COAC Chairperson. Each electronic mail communication should be carbon copied (cc'd) to the National Chairperson to allow communications tracking.
6. Provides the Area Executive and National COAC Chairperson progress and performance reports. This includes entrance/exit reports for area rallies and national conventions.
7. Assists the committee to work cooperatively but maintaining NASCOE autonomy.
8. Work with NASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.
9. The Area Chairperson will lead by example and actively recruit their own COC members for NAFEC membership and leadership roles within NAFEC.
10. The Area Chairperson is urged to be a NAFEC associate member and promote NAFEC membership when possible.
11. Supports and participates with NAFEC in its annual membership drive by distributing and publicizing NAFEC brochures, media, and other promotional materials to all current and prospective members and associate members.
12. Be aware of all benefits that are available to NAFEC members and share that information with NASCOE/NAFEC Area Chairs.
13. As assigned by the national chairperson, monitors FSA directives (notices, handbook amendments, and policies) for issues potentially impacting the farmer-elected committee and county office system. Issues and concerns shall be elevated and resolved through appropriate NASCOE and NAFEC channels immediately. When national, regional or state issues arise, engages state COAC chairs in a process which will achieve committee chair empowerment, engagement, education and workload sharing.
14. Promotes meaningful and effective county committee training for all FSA County Committee members, FSA District Directors, and FSA County Executive Directors by working with NASCOE Officers, Executive Committee, and FSA national and state offices.

15. Promotes the tenet that county committee/county office authorities and roles are core components of the County Executive Director Trainee (CEDT), County Office Program Analyst (PA) training and other administrative and management-oriented programs.
16. Organizes and conducts meetings of the County Office Advocacy Committee at area rallies. Also, participate NASCOE committee meetings at the national conventions and other national or area meetings. Along with coordinating events, take into consideration attendees who need to be invited or could be invited (e.g. NAFEC leadership and/or COC members from local area). Appoint a state COAC chairperson(s) to take minutes of committee meetings at area rallies.
17. Timely prepares and submits committee reports and meeting minutes to the COAC National Chairperson, Area Executive, and State Chairpersons.
18. Participates in scheduled monthly committee conference calls with the COAC. If selected, takes call notes and timely submit to the national chairperson for internal (Executive Committee and County Office Advocacy Committee only) email distribution.
19. As assigned, each area chairperson will have a specific area of responsibility (examples: handbook/policy monitoring, liaison for NAFEC and other partner associations/organizations, publicity and education, training, and recruitment/benefits promotions).
20. Collaborates with the NASCOE Legislative Committee. Cooperates with both the NASCOE and NAFEC legislative consultants in identifying key congressional and/or USDA contacts.
21. Keeps a record of activities to pass on to successor area chairpersons to assist in a smooth transition and in succession planning on the COAC SharePoint.
22. Establishes and maintains an electronic library of resource documents for county committee/county office authorities.
23. Each October participates in conference call training with the COAC to review responsibilities handbook with the County Office Advocacy Committee National and Area Chairpersons.
24. Ensures the county office system is promoted; and be aware of reductions in COC/county office authorities, in procedure or in practice. The area chairperson shall work with the national chairperson to identify, research, and resolve issues promptly.
25. Emphasizes to all NASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of NASCOE's existence and future.

Area Publicity Committee Chairperson Duties

The Area Publicity Committee Chairperson duties include the following:

1. In coordination with the Area Executive, encourage plan and publish area bulletin(s). This includes the following:
 - Selecting relevant topics, this includes selecting relevant topics, soliciting articles from the Area Executive, Alternate Executive, and Area Committee Chairpersons as needed, and compiling and formatting into a digital document that is professional in appearance.
- *NOTE* News and/or articles from states may also be solicited for inclusion in area bulletins.
2. Communicate with State Publicity Chairs. Concerns and suggestions should be shared with the National Publicity Chair and reported at the Publicity Committee meeting at the National Convention.
3. Encourage state newsletters, websites, and/or Facebook pages. Area Publicity Chairpersons should be available to aid and support to State Publicity Chairpersons in all publicity efforts.
4. Assist with the annual Convention Cash Club contest. This includes publicizing the contest, soliciting entries, and judging entries.

Area Programs and Negotiations Committee Chair Duties

The Area Programs and Negotiations Committee Chair will be appointed by the Area Executive Committee person with concurrence from the NASCOE President. If the Executive Committee person is a CED, the Consultant will be a PA. If the Executive Committee person is a PA, the Consultant will be a CED. Responsibilities are many and varied but should include:

1. The Area Committee Chair may be delegated the responsibility of conferring with the person who submitted the item, researching issues, and/or preparing a presentation of the issue. The presentation may be prepared for consideration of the Negotiation Team or for submission to the appropriate Program Area in Washington DC.
2. The Area Program Chairperson is responsible for publicizing the purpose/responsibility/availability of the Programs and Negotiations Committee to the membership within the area. The Area Programs Chair is encouraged to identify program issues and inefficiencies that may need to be considered for presentation to either the Negotiation Team or the FSA Program Area.
3. The Area Committee Chair shall assist and encourage state membership in the area to participate in the submission of items for consideration by the Programs and Negotiations Committee.
4. The Area Committee Chairperson may act as a conduit to relay items from a NASCOE member identifying the issue to the National Committee Chairperson(s) for consideration. The Area Chairperson will regularly communicate and assist the National Chairperson(s) as requested.
5. A Pre-Negotiation Session is usually held in January. Items may be submitted after the deadline which is December 31st. The Consultant attends the Pre-Negotiation Session. During this Session, the items are reviewed and discussed by those in attendance. Items that are duplicated or similar are usually combined into one. The items are divided into categories, for example, items to be consulted with management, items to negotiate, items to be referred to another committee, or items which are program issues. Occasionally, the Executive Committee may determine not to present a particular item to management at that time. All items will be thoroughly reviewed and the "NASCOE Position" on each item should be developed at this meeting.
6. Immediately after the Pre-Negotiation Session, individuals who submitted items from your area must be notified as to the status of the item. The National Committee Chairperson(s) may notify the individuals or may ask the Consultant to notify the individuals. (See EXHIBIT 1).
7. The NASCOE Secretary and the National Programs and Negotiations Committee Chairperson(s) work together to write up the items as they will be presented to management. Assignments to the individuals who will research the items for further clarification are generally made at the Pre-Negotiation Session but may be made immediately after the Pre-Negotiation Session. Research can include, but is not limited to, conducting surveys, polling states, reviewing regulations and procedures, and/or outside sources to prepare to defend NASCOE's position at the actual Negotiation Session.

8. The Negotiation Consultation Session with Management is held at the discretion of DAFO – April or May typically. The Area Executive Committeeperson and Consultant along with the NASCOE Officers shall attend this meeting which is held at the USDA/FSA offices in Washington, DC. The Consultant shall be active at this meeting to the degree requested by the Executive Committee. The Consultant may be requested to do follow-up work on items as deemed necessary by the Executive Committeeperson or NASCOE Officers.
9. The Consultant is responsible for giving a report of the negotiation activities at both the Area Rally and the Area Meeting during the National Convention. In the event the Consultant is unable to attend either of these functions, submit a report to the Area Executive Committeeperson for presentation in his/her behalf.
10. The Consultant shall work closely with the Area Executive Committeeperson and be willing to write correspondence, reports, and new items, if so requested. The Consultant shall feel free to contact the Area Executive Committeeperson or NASCOE Officers with any questions and/or suggestions.

Exhibit 1 Sample Negotiation Response Letter

Date

Dear _____,

I would like to personally thank you for taking the time to submit your negotiation items regarding the **XXX**. Each item submitted is carefully reviewed by the NASCOE Officers, Area Executives, and Area Negotiation Consultants to determine if the item(s) should be:

- Referred to the appropriate committee (Legislative, Benefits, etc.) for further review and/or analysis. The committee will report back to the Executive Committee and make a recommendation as to what action should be taken regarding the item(s). The individual submitting the item(s) will then be notified of NASCOE's final decision.
- Consulted with management to resolve the issue. In many cases, it is a matter of making technical corrections to existing procedures and/or policies that in NASCOE's opinion will not require negotiation.
- Negotiated with management. In most cases, NASCOE is requesting a procedural or policy change, enforcement of existing policies and/or procedures, or making sure policies and/or procedures are being fairly and equitably implemented.
- Reviewed by the NASCOE Officers with management. Items in this category are informally reviewed with management due to the nature of the issue. In most cases, these issues are resolved very quickly.
- Tabled/Not Reviewed due to the nature of the item, timing, or other circumstances that would not be in the best interest of the person submitting the item or NASCOE's.

After reviewing your item, NASCOE plans to **negotiate this with management**.

If you have any questions regarding the action taken on your item, please feel free to call or email me.

Sincerely,

NASCOE National Programs and Negotiations Chair(s)