

NASCOE Responsibility Handbook

Table of Contents

INTRODUCTION.....	2
General Guidelines For All Positions	3
Section 1 Duties and Responsibilities of National Officers.....	4
NASCOE President Duties	4
NASCOE Vice President Duties.....	6
NASCOE Secretary Duties.....	8
NASCOE Treasurer Duties.....	11
NASCOE Past President Duties.....	13
Section 2 Duties/Responsibilities of National Committee Chairpersons	14
General Duties of All Committee Chairpersons	14
Awards and Scholarship Committee Chairperson Duties.....	16
Awards Program Responsibilities.....	16
Scholarship Program Responsibilities	16
Benefits and Emblems Chairperson Duties	18
Benefits Program Responsibilities.....	18
Emblems Programs Responsibilities.....	19
Legislative Committee Chairperson Duties	20
NASCOE PAC Duties/Responsibilities.....	21
Membership Committee Chairperson Duties.....	23
NASCOE/NAFEC National Committee Chairperson Duties.....	24
Program Committee Chairperson Duties	27
Publicity Committee Chairperson Duties	28
Webmaster Duties.....	30
Resolutions and Parliamentarian Chairperson Duties.....	32
Section 3 Area Executive and Alternate Area Executive.....	34
Area Executive Committeeperson Duties.....	34
Alternate Area Executive Committeeperson	36
Section 4 Area Committee Chairpersons	37
General Duties: Area Committee Chairpersons; Awards & Scholarship Judges	37
Area Awards Committee Chairperson Duties.....	39
Area Award Judges Duties	40
Area Scholarship Committee Chairperson.....	41
Area Scholarship Judges.....	42
Area Emblems Committee Chairperson	43
Area Benefits Committee Chairperson	44
Area Legislative Committee Chairperson.....	45
All Area Legislative Committee Chairs:	45
Area Membership Committee Chairperson	47
NASCOE/NAFEC Area Committee Chairperson Duties.....	48
Area Program Chairperson Duties	50
Area Publicity Committee Chairperson Duties.....	51
Area Resolutions and Parliamentarian Chairperson Duties.....	52
Area Negotiation Consultant Duties	53
Exhibit 1 Sample Negotiation Response Letter.....	55

INTRODUCTION

This booklet was prepared in an effort to provide guidelines regarding the duties and responsibilities of Officers, Area Executive Committeepersons and Alternate Area Committeepersons, National and Area Committee positions, Webmaster, and Negotiation Consultants. These guidelines are not meant and should not supersede the established NASCOE Constitution and 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 National Committee Chairperson, Area Executive Committee Chairperson or Executive Board of NASCOE. If you have ANY questions in regard to the duties and responsibilities of these positions, please contact the National Committee Chairperson, Area Executive Committeeperson or Officers 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. 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.
4. 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 presented to the Secretary for record-keeping purposes and to aid in compiling accurate minutes of the meetings.
5. Strive to be fair, impartial, and open-minded to new ideas and change. Respect the views, opinions, and comments of others.
6. 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.
7. 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 NAFEC 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.

Section 1 Duties and Responsibilities of National Officers

NASCOE President Duties

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 Constitution and By-Laws while insuring that every member receives proper representation. He/she 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. Act, and in many situations, 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.
2. 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. He/she should always attempt to explain to the membership why the decision was made. Other members of the Exec Committee can further the goals of the association by supporting the President in difficult decisions.
3. The President is the primary official liaison between NASCOE and USDA/FSA Management. He/she 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.
4. The President will preside at and conduct all Executive Committee meetings including, but not limited to, organizational meeting, fall meeting with management, Pre-Negotiation meeting, Legislative Conference, and the Negotiation Session with Management. The President will preside at most General Session meetings at Convention. He/she 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.
5. The President is responsible for appointing National Committee Chairpersons. Appointments are subject to the concurrence of the Executive Committee. The President acts as appropriate to approve/disapprove the Area Committee appointments made by the Area Executive Committeepersons. The President maintains a close working relationship with the Committee Chairs in an effort to provide guidance as appropriate.
6. Maintain a current list of potential task force members and current task force membership to insure adequate NASCOE participation as requested.

7. Prepare news articles and website articles to disseminate appropriate information. 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, Committee Chairpersons and State Contacts.
8. Provide guidance and direction to those desiring assistance. Be available to listen and discuss issues pertaining to FSA/NASCOE with the membership, management, and other associations. Prepare and provide an official response if necessary. Assure all issues are properly addressed and individuals are fully informed.
9. Delegate the responsibility to research various ideas/suggestions that will assist the Association in meeting its goals and promote positive visibility of the Association. Ascertain that responses are made promptly to the Executive Committee, Department/Agency officials, and NASCOE members when requested.
10. Maintain a file on all areas of presidential responsibilities and activities. Furnish the Presidential file to the new President.
11. 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. All Officers and National Committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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 him/her 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 assess the situation and communicate with the Area Executive Committee person to determine the best course of action. The Vice President will maintain a file, keep the President abreast of the situation, and notify the Treasurer when attorney time has been approved.
4. He/she works with the Secretary and Programs Committee Chairperson in preparing negotiation/consultation positions for submission to management and various other aspects of the Negotiation/Consultation process as requested.
5. National Convention Duties include:
 - Prepares and sends invitations to management, speakers, coalition groups, etc.
 - Confirm speakers and guests for convention.
 - Officially greets guests, makes accommodations, obtains gifts, etc. as needed.
 - The Vice President conducts the meeting and moderates the Question and Answer Session of the Convention.
 - Hosts hospitality room for Executive Committee during convention.
6. The Vice President may be asked to assume the lead on various projects and duties.
7. The Vice President provides a monthly second-party review of all financial accounts of the association.
8. He/She will maintain and distribute this Responsibility Handbook to Officers, Execs, and National Committee Chairpersons for further distribution to the areas and committees.
9. Responsible for maintaining list of date/location of state conventions and area rallies. (NASCOE President is responsible for coordination of who is representing NASCOE.)
10. All committee chairs 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

11. The Vice-President 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 and NAFEC committee chair as soon as they become apparent. All Officers and National Committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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:
 - Constitution and Bylaws
 - Official Copies of every annual report beginning in 1959-1960 containing the official records of NASCOE
 - Back issues of NASCOE Newsletters
2. He/she is responsible for the Official Correspondence, Minutes, and Recordkeeping of NASCOE including:

Annual Notifications

The Secretary is responsible for annually notifying state associations of certain information by compiling the Fall and Spring Notifications and posting these notifications to the NASCOE website.

The Fall Notification is to be posted no later than November 15 and will contain, but is not limited to, the following:

- ♦ General Information from NASCOE Secretary
- ♦ Current Year NASCOE Officers and Area Execs
- ♦ President's Report
- ♦ Vice President's Article
- ♦ NASCOE Financial Statements
- ♦ Current Board of Directors and Change Form
- ♦ NASCOE Constitution and By-Laws
- ♦ NASCOE Executive Policies
- ♦ NASCOE Travel Policies
- ♦ Current Year Negotiation Information and Form
- ♦ Area Information/Upcoming Rallies
- ♦ Note from NAFEC
- ♦ Note from RASCOE
- ♦ National Committee Convention Reports

The Spring Notification is to be posted no later than June 1 and will contain, but is not limited to, the following:

- ♦ Listing of Current Officers and Execs
- ♦ President's Report
- ♦ Delegates List (Please update as necessary)
- ♦ Parliamentary Procedure Notes
- ♦ Current Year Convention Policies
- ♦ Convention Registration Form and Information
- ♦ National Convention Tours and Activities
- ♦ NASCOE Memorial Form
- ♦ Military Tribute Request Form
- ♦ Candidacy Announcements

- ♦ (Officers, Area Execs, and Alternate Area Execs)
 - ♦ National Committee Reports
 - ♦ Award Winners If Available
 - ♦ NASCOE Financial Statements
 - ♦ Future Convention Information
- Prepares accurate minutes of all meetings of the Exec Committee including all convention meetings and Exec Committee meetings in conjunction with fall meeting with management, pre-negotiations meeting, legislative conference, and Negotiation meeting
 - Maintains records of monthly conference calls and all other actions between meetings.
 - Maintains files of all current and historical records of the association
 - Preparation of Agendas for all meetings
 - Prepares, prints, and distributes annual report which includes all official records of the association for the year
 - Maintains the NASCOE directory and officially notifies management of contact information
 - Maintains the name/address database of 5500+. The name/address database includes information for all county offices in the nation; all state officers, area chairs and judges; national leadership; department/agency contacts; Congressional members; and all associate members. The data base must be updated as changes are received as it is used for all mailings including mailing of newsletters.
 - Notify appropriate publication officials with results of the National elections.
 - Write letters of appreciation to Department/Agency personnel who have contributed to the Association.
3. The Secretary is also the National Convention Co-Chairperson and as such has the following responsibilities:
- Negotiates with hotel for meeting space and arrangements for the organizational meeting that is held the year prior to National convention.
 - Negotiates and signs Contract and Banquet Event Orders with hotel
 - Travels to the hotel to meet with host state and hotel personnel two or three times as necessary in the planning of the convention
 - Provides financial history information to the hotel to obtain Direct Billing
 - Assigns sleeping rooms and provides listing for NASCOE Master Account to hotel
 - Assigns meetings rooms and verifies that all necessary amenities are on-site
 - Hires and contracts with a Court Reporter for the Q&A Session
 - Locates and arranges for rental of a copier for the NASCOE office
 - Arranges for exhibit space for Committee Chairs, Bidding states, etc.
 - Prepares Program –for General Session meetings and Agendas for all Exec 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 all Host State decisions
 - Works with Membership Chairperson to insure that any necessary Audio/Visual

- equipment necessary for Memorial Presentation is available and insure any guest presenter's audio/visual needs are met, within reason.
- Reconciles all invoices for convention expenses including rooms, meals, copier rental, court reporter, etc.
 - 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 transcript
 - Sends thank you notes to speakers
4. The Secretary in conjunction with the Programs Committee Chairperson has responsibility for the annual Negotiation /Consultation Session with management to include the following:
 - Collects and compiles negotiation items submitted by membership.
 - Categorizes items and prepares 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 and forwards these positions to Management for their responses. Also follows up to obtain timely response from management
 - Acts as Recording Secretary for the Negotiation Session and follows up with management to finalize the positions and obtain necessary signatures
 - Works with management to schedule both the Negotiation/Consultation Session in May and the fall visit with management.
 5. The Secretary is responsible for NASCOE Equipment and Supplies to include:
 - Initiate orders and maintains inventory for all equipment and supplies.
 - Verifies all billing prior to submission to Treasurer for payment
 - Maintains listing of equipment owned by NASCOE and location of equipment
 - Designs, orders and maintains adequate supply of letterhead, envelopes, etc.
 - 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.
 6. 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.
 7. 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.
 8. The Secretary 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 NAFEC 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.

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.
 - Reviews and provides budget and budget estimates.
 - Provides all financial transactions for review by Exec. Committee
 - Provides yearly financial summary report to the Secretary for the annual report.
 - Recordkeeping - 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 Exec. Committee
 - Maintains and distributes travel claim vouchers.
 - Sends advances as requested for NASCOE meetings.
 - Pays and verifies all expenses for the association, which includes: phone, taxes, attorneys, insurance, travel, awards, convention expenses, Executive Committee expense, legislative, legislative consultant, newsletter, office equipment, postage, printing and reproduction, scholarships, supplies, administrative expenses and all other expenses incurred by the association.

3. The Treasurer prepares Financial Reports - Outside the Association:
 - Files all financial reports including taxes and workmen's compensation forms.
 - Provides the Auditor all information needed to prepare annual Audit
 - Files NASCOE's Annual 990 to IRS
 - Keeps accurate records of all payroll
 - Prepares and submits W-2's to individuals, IRS, and State tax dept.
 - Prepares and submits quarterly tax filings for state and federal taxes.

4. The Treasurer working in conjunction with the Membership Chairperson:
 - Prepares and sends dues transmittal forms to states.
 - Receives dues from state associations and submits a verification of receipt to states.
 - Checks and verifies all dues to assure that correct amount is sent in.
 - Processes and provides necessary reports
 - Issues States/individuals assistance payments for NASCOE meetings
 - Keeps accurate records of all monies owed to NASCOE by state associations
 - Provides reports to Membership Chair
 - Obtains airfares for each state and figures assistance to conventions and legislative conferences.

5. The Treasurer is responsible for establishing and maintaining Bank Accounts:
 - Ensures funds are deposited in safe/secure financial institutions
 - Works with banking institution to resolve any problems
 - Reconciles all bank accounts monthly
6. Credit Cards and Pre-paid Telephone Cards:
 - Responsible for obtaining credit cards for officers and maintaining records of cards.
 - Reconciles monthly credit card statement with officers' claims of expenses.
 - Obtains prepaid telephone credit cards for officers and execs and maintains records
7. Meetings and Hospitality
 - Meetings - Negotiates with hotel for meeting space and hotel arrangements for:
 - Legislative Organizational Meeting
 - Pre-Negotiation Session
 - Legislative Conference
 - Fall Meeting with management
 - Negotiation /Consultation meetings with management
 - Prepares for/arranges Reception for Management during negotiations including sending invitations to management.
8. National Convention Duties
 - Sets up NASCOE office, with supplies, equipment, etc.
 - The Secretary will obtain keys to the NASCOE Office and the Parliamentarian, Secretary, and Treasurer will each have a key.
 - Shall assist the Secretary with the Flags and NASCOE banner by hanging, taking down, folding, and packing; and coordinate shipping with other items the Secretary must ship.
 - All candidates' hospitality room – supplies and arrangements
 - Assists the Secretary during the Convention with the Audio/Visual needs, rehearsals, etc.
9. The Treasurer 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 NAFEC 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.

NASCOE Past President Duties

The NASCOE Past President will provide support and guidance to the leadership of NASCOE while continuing to promote the Association's goals and objectives. He/she 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. The Past President often serves as the Parliamentarian and Resolutions Chairperson, 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 Constitution and Bylaws of NASCOE. He/she may provide guidance to committee members on the proper format of preparing reports and minutes of meetings at national convention. He/she may also be asked to review Parliamentary Procedure with the general assembly at national convention.
2. The Past President may be asked to take an active role in the Negotiation Process including assisting in the assignment of issues, writing NASCOE position on issues, and educating and preparing the Negotiation Team.
3. The Past President may be asked to take the lead on other various projects and he/she will be responsible for reporting to the Executive Committee or Board of Directors on activities and contacts made in these efforts.
4. He/She may maintain a file of all Past President Activities and the progress of such to be forwarded to the next Past President.
5. The Past President may be asked to "Host" the reception for Past Officers and Past Execs at national convention.
6. The Past President may be asked to review the Responsibility Handbook with the newly-elected and appointed members of the Executive Committee.
7. NASCOE Past Presidents have traditionally continued to promote the goals of NASCOE long after service is completed. They have provided moral support to future generations of officers assuring that, as far as they can influence, they foster the continuation of the great association of NASCOE.
8. The Past President 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 NAFEC 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.

Section 2 Duties/Responsibilities of National Committee Chairpersons

General Duties of All Committee Chairpersons

The Standing Committees of NASCOE are set by the Executive Committee. 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 should provide 25 copies for those in attendance and 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 if the problem is one particular area.
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 the 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.
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. 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 NAFEC 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, Scholarship, and Emblems Chairperson is responsible for three important NASCOE programs - Awards, Scholarship, and Emblems. He/she may delegate responsibilities as deemed necessary to fulfill the duties of the assigned committees. 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 booklet and the information to be placed on the NASCOE web site www.nascoe.org. He/she shall be keenly aware of the timetable for submitting and judging of 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.
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. The Awards Committee Chairperson shall notify the National winners, send a congratulatory letter to person(s) who submitted the nomination, and notify the NASCOE Executive Committee of the area and national winners.
3. 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.
4. 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 shall be responsible for verifying that nominations submitted from the State meet the eligibility requirements.)
5. All Awards 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Scholarship Program Responsibilities

1. The Scholarship Committee Chairperson shall review the Awards Handbook and be familiar with the rules of the Awards Program as it pertains to Scholarships. He/she should be aware of the timetables for submitting and judging the Scholarship applications, and the importance of adhering closely to the timetables. He/she shall insure 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 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 does not meet the requirements shall be returned to the applicant for revision, if time permits. He/she shall notify the National Winner after selection and notify the NASCOE Executive Committee of the winner.
4. The national Scholarship Committee Chairperson is responsible for soliciting items for the annual Scholarship Auction held during the national convention. He/she shall work with the Host State to locate an auctioneer to conduct the auction. The Scholarship Chairperson is responsible for accepting, labeling, and displaying the auction items. He/she should work with the NASCOE Secretary/National Convention Chairperson to assure proper locked space is available to store items prior to the auction. Scholarship Chairperson is responsible for other fundraising activities to maintain the Scholarship Fund.
5. All Scholarship 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Benefits and Emblems Chairperson Duties

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.

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.

Benefits Program Responsibilities

1. Constantly be on the lookout for benefit programs, products and services that would be available to NASCOE members. 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.
2. Communicate frequently with all Area Benefits Chairpersons and insure 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.
3. Work closely with Teresa Dillard of Dillard Financial Solutions to understand various products the company promotes or services for NASCOE members. Also work closely with Trevor Gartner of JM Marketing as they continue to serve NASCOE with their group policies. 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.
4. Conduct all NASCOE Benefits Committee meetings during the NASCOE Convention. There are two committee meetings that are held at the NASCOE Convention. The first one will take place prior to Area meetings, at which time you will review what is taking place with benefits and discuss any ideas or recommendations for Area chairs to take back to their Area meetings for review. The second meeting will be held following Area meetings, at which time you will receive feedback from the Area Chairs as to what was discussed in their Area meetings. At this meeting, you are responsible for providing an agenda or any needed handouts as well as appointing a secretary to take notes for you.
5. 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.
6. Attend the National Convention, the Organizational Meeting (generally held in September), the Pre-Negotiation Meeting, and the Legislative Conference if requested by the President.

On certain occasions, the Executive Committee may request your presence at other meetings. Most meetings will require a Benefits Committee report, written and verbal.

7. Develop contacts with OPM and HRD. Meetings in Washington DC should include scheduling meetings with personnel in these departments that can assist with questions and concerns brought forth by membership.
8. Communicate & promote both NASCOE and government-wide benefit information to membership through NASCOE newsletters, the NASCOE website or other means of communication.
9. All Benefits 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Emblems Programs Responsibilities

1. The Emblems Committee Chairperson shall be responsible for promotion of thenascoestore.com via the NASCOE website, the NASCOE newsletter, and through the Area Chairpersons. He/She will submit news articles to the National Newsletter.
2. The Emblems Committee Chairperson works closely with the state and area chairpersons on any questions, concerns, or suggestions they may have with the store front. The Chairperson shall inform states of the convention packets that will be made available if requested. The Chairperson will also work with BEJ's Advertising or other vendors to keep storefront up to date on NASCOE.
3. The Emblems Chairperson will continue to sell NASCOE Emblem lapel pins and to keep an accurate inventory of such.
4. All Emblems 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Legislative Committee Chairperson Duties

The job of Legislative Committee Chairperson 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 Chairperson 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 teleconferences with the committee as needed.
2. 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.
3. Write articles for the national newsletter.
4. Manage and develop annual legislative conferences as directed by NASCOE leadership. Fully utilize the legislative committee and the consultant in this process. Responsibilities include rooming assignments for the conference and arranging for registrations tables to be supplied and manned.
5. Travel to Washington, DC and other states to make contacts with congressional delegations for the purpose of furthering the legislative agenda. Travel could occur with little notice!
6. Oversee development of position papers, written testimony and related information for use by membership in furthering the goals of NASCOE.
7. Prepare written reports for NASCOE officers and area executives concerning committee actions/recommendations.
8. 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.
9. All Legislative 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

NASCOE PAC Duties/Responsibilities

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

1. Is selected by and reports directly to the NASCOE Legislative Committee chair.
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 Chair 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 or NASCOE's Executive Committee.
7. The PAC Coordinator will work closely with the National Legislative Chairperson 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. Promptly contacts new enrollees or current participants who wish to adjust their allotment contributions 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, reconciles PAC account bank statements and compares 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. Often state associations, other state and area chairs, members of the Executive Committee, and the Legislative Consultant will request status reports for specific information. The PAC Coordinator is responsible for timely responding to these requests. Each response should include a carbon copy (cc) to the National Legislative Chairperson. Additionally, if there are requests made that are of questionable nature, the PAC Coordinator must refer these requests to the National Legislative Chairperson 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 for purchases of additional supplies/materials.

14. Works closely with National Legislative Chairperson 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.
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 Chairperson is responsible for providing leadership in the effort to promote and maintain high levels of membership in NASCOE. The Membership Chairperson will be responsible for identifying and resolving percentage of membership problems as they occur.

Other Responsibilities include:

1. Coordinating the effort to contact every non-member County Office Employee in the country about joining NASCOE.
2. Working with the NASCOE Treasurer to ensure that states have the appropriate Dues Transmittal Forms and are aware of the schedule for submitting dues timely and quarterly membership reports are updated.
3. Writing articles for the national newsletter, as well as, writing articles and regular updates for the NASCOE Website.
4. Organizing and conducting the Membership Committee meetings, as well as, present the Membership Committee report and recommendations of the committee at the national convention.
5. Maintain an inventory of all membership supplies for distribution to States, as well as, receiving, processing, and shipping all Membership supply orders in a timely manner.
6. Create, inform and remind states of deadlines for submitting both counties and individuals who qualify for the 25 through 45 year membership awards. Membership Chairperson is also responsible for presenting these awards at the national convention, and providing a list to the NASCOE Secretary for inclusion in the Convention Minutes.
7. Maintaining a listing of individuals who have received NASCOE Honorary Lifetime Memberships and dispersing the Lifetime Membership Cards.
8. Accepting requests from states for waivers of the requirements for Honorary Lifetime Memberships and presenting those requests to the Executive Committee for decision.
9. Communicating with and coordinating with the efforts of the Area Membership Chairpersons and State Membership Chairpersons.
10. Working with states to obtain names for the NASCOE Memorial at national convention.
11. Working with host state to find a volunteer to prepare PowerPoint presentation of the memorial.
12. All Membership 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

NASCOE/NAFEC National Committee Chairperson Duties

Mission Statement of the National NASCOE/NAFEC Committee: To support and cooperate with NAFEC promoting a more effective and active farmer elected committee system for the betterment of agriculture.

Duties of the NASCOE/NAFEC National Committee Chairperson include the following:

1. Provide to the Executive Committee an annual operating plan at the Organizational Meeting covering the following topics:
 - Communications
 - ♦ Number of communication newsletters/bulletins to be sent to membership.
 - ♦ A schedule of communication with NASCOE/NAFEC Area Chairs and NAFEC leadership.
 - ♦ Copy of e-mail distribution lists.
 - Engagement
 - ♦ Membership recruitment.
 - ♦ Officer participation/engagement.
 - ♦ NAFEC political consultant participation/engagement.
 - ♦ NASCOE/NAFEC Area Chair participation/engagement.
 - ♦ Identification of potential opportunities that further the mission of NAFEC.
2. Provide the Executive Committee a report of performance annually at the National Convention that ensures previous year's successes and failures are analyzed.
3. Work with the respective NASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.
 - The National NAFEC Committee Chairperson, will lead by example and actively recruit their own COC for NAFEC membership and leadership roles within NAFEC.
 - Coordinate with NAFEC and NASCOE/NAFEC Area Chairs to plan and effectively implement an annual membership drive.
 - Cooperate with NAFEC to ensure accurate membership listings. On a monthly basis, work with NASCOE/NAFEC Area Chairs and NAFEC Leadership to reconcile NAFEC membership records so that records are accurate and complete. Assist NAFEC with annual mailings of "dues notices" to collect dues and updated contact information for existing NAFEC members. Assist NAFEC in assembling and maintaining their database if authorized. Work with NAFEC to establish a process for membership applications to flow from NASCOE/NAFEC State and Area Chairs to the NASCOE/NAFEC National Committee Chair to ensure a chain of custody and that data is properly entered into the membership database.
4. Work with NAFEC leadership to develop a plan for timely NAFEC membership promotion and promotional items.
 - Ensure that NASCOE/NAFEC Area Chairs are aware of all promotional items for the

- annual membership drive and the proper timeline for sending promotional items.
 - Help develop new promotional items with the assistance from the NASCOE/NAFEC Area Chairs.
 - Be aware of all benefits that are available to new membership and share that information with NASCOE/NAFEC Area Chairs.
 - Send timely notifications to NASCOE/NAFEC Area Chairs for promotion of the NAFEC Scholarship. Ensure that the NASCOE/NAFEC Area Chairpersons adhere to the set timetable for disbursing the scholarship information. Promotion should begin early enough to give NAFEC ample time to review submissions and properly judge applications.
 - Work with NAFEC to maintain and update the NAFEC Committee brochure and other NAFEC promotional items for the benefit of all current and perspective NAFEC members.
5. Communicate and work with NAFEC, developing policy and recommendations for action. Act as a liaison between NAFEC, NAFEC's legislative consultant, NASCOE/NAFEC Area Chairs, and NASCOE leadership to implement developed policy.
 6. Write articles for the NAFEC newsletter and the NASCOE Newsletter on a regular basis. Share pertinent NAFEC updates with NASCOE/NAFEC Area Chairs when requested, so that they may publicize through newsletters and at meetings.
 7. Assist the NAFEC Executive Committee in ensuring the NAFEC State Directors are updated on NASCOE and NAFEC issues.
 8. Monitor FSA directives for potential issues affecting the farmer-elected committee 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 spreading out of workload.
 9. Assist NAFEC in the development of NAFEC position papers, written testimony and related information that will be of dual benefit to both NAFEC and NASCOE.
 10. Organize and conduct meetings of the National NASCOE/NAFEC committee. Also, participate in NAFEC and NASCOE committee meetings at the national convention, legislative conferences and other national or area meetings which include NAFEC members. Along with coordinating events, take into consideration attendees who need to be invited or could be invited (e.g. COC members from local area).
 11. Collaborate with the NASCOE Legislative Committee. Attend and assist with the annual legislative conferences as directed by NASCOE leadership. Fully utilize the NASCOE/NAFEC committee in this process. Work with State President's to identify and encourage NAFEC State Directors attendance. Assist by organizing rooming assignments for NAFEC State Directors and NASCOE/NAFEC Area Chairs attending the conference, arrange for registration tables to be supplied and manned. Prepare name badges and a legislative packet for NAFEC members attending. Assist NAFEC as needed in organizing breakout session with NAFEC members attending. Cooperate with the NAFEC legislative consultant in identifying key congressional and/or USDA contacts.

12. Assist the NASCOE/NAFEC Area Chairs in developing a network of contacts that would include NAFEC State Directors and other persons with agriculture interests sharing the same goals of NASCOE and NAFEC. Communicate with this network on a regular basis and engage them to be active in NAFEC.
13. Keep a record of activities to pass on to successor NAFEC Chairpersons. Incorporating NASCOE/NAFEC Area and state chairs into the process will help in succession and the potential for future accomplishments.
14. Hold an annual training for all NASCOE/NAFEC Area Chairs within 30 days of the NASCOE Organizational meeting that covers the items listed below:
 - History of NAFEC/bylaws/authorities.
 - Review of responsibilities handbook for the NASCOE/NAFEC National Committee Chairperson and NASCOE/NAFEC Area Chairperson.
 - The annual NAFEC operating plan.
15. Assist and provide resources to the NAFEC Leadership by providing and manning a booth if requested by NAFEC leadership at NASCOE functions.
16. All NASCOE / NAFEC 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 NASCOE / NAFEC Committee Chairperson(s) shall work with the NASCOE President, Vice-president and Area NAFEC committee chairs as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Program Committee Chairperson Duties

Problems arise throughout the year concerning inefficiencies/issues in FSA program areas (software, forms, program requirements, etc.). The Program Committee Chair is responsible for educating the membership as to the purpose / responsibility / availability of the Program Committee. He or she is also responsible for accepting, presenting to the Board, and acting on any issues brought to his or her attention by the membership. The issues may be submitted to the Program Chair by e-mail, regular mail, or via the NASCOE website. Depending on whether a submission is for program efficiency or negotiation/consultation, the item should be submitted on either the "Program Efficiency" form or the "Negotiation/Consultation" submission form. Both are available on the NASCOE web site and may from time to time be included in various NASCOE mailings.

Other duties of the Program Chairperson include:

1. The Program Chair will review the issue and make the decision whether to act immediately or to wait and approach the issue during the negotiation/consultation period. The Program Chair may consult with the Board in making the decision. In all cases the Program Chair will contact the person who submitted the item with an acknowledgement of receipt of the item.
2. The Program Chair will regularly communicate and work with the Area Program Chairpersons to research issues. The Program Chair may delegate responsibility for conferring with the person who submitted the issue, researching the item, and/or preparing a presentation of the item to the Area Program Chairpersons. The Program Chair will be responsible for contacting and conferring with the appropriate Program area in Washington DC for a response and resolution to the problem. Follow up to provide additional information and/or to obtain responses from WDC may be required of the Program Committee Chair.
3. It will be the responsibility of the Program Chair to respond to the NASCOE member with the response and/or resolution to the issue. All listings of items/responses/resolutions should be cleared through the NASCOE President before distribution and will be shared with the Officers, Area Executives and NASCOE Committee Chairs. A listing of items/responses/resolutions may be published in the NASCOE newsletter, NASCOE mailings, or NASCOE web site after clearance through the NASCOE President.
4. The Program Committee Chairperson will participate and take an active role in the Negotiation/Consultation process. Working with the NASCOE Secretary, the Program Committee Chairperson will participate in researching/preparing items for consideration by the Negotiation Team, educating Negotiation Consultants in the process of negotiations with management, writing NASCOE positions on program items for consultation with management, may be assigned the "lead" to present individual items during the Negotiation/Consultation meeting with management, may be asked to assist with the official minutes of the meeting, etc.
5. All Programs 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Publicity Committee Chairperson Duties

Mission Statement of the NASCOE Publicity Committee: 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 website.

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 web design, 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.

- NASCOE News Bulletins: Ensure the production, publication and distribution of four news bulletins annually: three are to be produced by the Area Publicity Chairs and one national News Bulletin. This includes setting and enforcing the deadlines, gathering the news and graphics, layout and design.
- NASCOE Website www.nascoe.org: Ensure the production, publication and maintenance of the NASCOE Website. The Publicity Chair may also serve as the webmaster. When the Publicity Chair serves as the webmaster, their supervision will be conducted by the NASCOE Officer team. Duties of the webmaster are listed under the following section.

If the National Publicity Chair does not have web design experience, a separate webmaster may be utilized. When a separate webmaster is used, the Publicity chair is responsible for supervision of the Webmaster. Coordination and cooperation between the Webmaster and the Publicity Chairperson are of utmost importance to ensure efficient and accurate distribution of information. This coordination is also important in the reduction of duplication of efforts.

- NASCOE Facebook Page – Nascoe News (<https://www.facebook.com/NASCOENews/>): The Publicity Chair will serve as the Administrator for the Nascoe News Facebook page. The Chair will assign all Area Publicity Chairs to an Editor role on the page. Substitutions for these roles can be made when the chair(s) do not have a Facebook account. However, it is strongly suggested the members filling these roles have a Facebook account and a familiarity with Facebook page administration.
 - ◆ All Area Rallies shall have events created, hosted by Nascoe News, as soon as the date, time and location of the Rally is finalized. The Area Publicity chair shall keep the event updated and post to the Nascoe News page during the event.
 - ◆ 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 News Flash blast emails: As directed by the NASCOE President, assemble and send NASCOE News Flash emails. Duties may include editing, email formatting as well as using MailChimp or other email blast service to which NASCOE may subscribe to transmit the email to NASCOE membership.
 - NASCOE Communications Database: Maintain the NASCOE Communications database, adding new members, updating existing records and deleting persons who are no longer members. Activities include:
 - ♦ Transfer member records from the database survey to the active database.
 - ♦ Check for duplicate records, deleting duplicates or records with incorrect addresses
 - ♦ Quarterly, send the database, filtered by Area and State, to the Area Executive, Publicity Chair and Membership Chair for verification and changes.
 - ♦ Update the database with any changes received from State or Area membership chairs
 - ♦ Before sending a NASCOE News Flash, update the mailing list of the email blast software with the current database.
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:
 - ♦ Between September 1 and December 1 of the year: Contact vendors and solicit bids for photography at the national convention and submitting contract to NASCOE Secretary for approval.
 - ♦ Maintain access for NASCOE's Shoot Proof Website.
 - ♦ Pay for the cost of having the photos on the Shoot Proof website and send invoice(s) to NASCOE Treasurer for Reimbursement
 - ♦ Coordinate with convention photographer access to the NASCOE Shoot Proof website.
 - ♦ After contract is approved, 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
 - ♦ 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
 - ♦ Provide assistance 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 Executive Board.
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.
 6. Support the County Committee System. All Publicity 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible

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 using WordPress is necessary. Experience using Flash, Adobe Photoshop, Adobe Acrobat, and others will be beneficial. Webmaster should keep current with major web technologies, in order 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. Weekly 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 or other Officers.
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.
11. All Webmaster 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Resolutions and Parliamentarian Chairperson Duties

The NASCOE Parliamentarian 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 Parliamentarian 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 Constitution and Bylaws, Exec Committee Policies, Travel Policy, and other policies of NASCOE.

The Parliamentarian 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 Parliamentarian should have a working knowledge of the NASCOE Constitution and Bylaws, and ALL standing policies of NASCOE including the Executive Committee Policies and Travel Policy. He/She should be prepared to offer technical advice in the interpretation and implementation of said policies.
3. The Parliamentarian reviews proposed resolutions for proper structure and content. He/She will present any proposed resolutions to the membership.
4. He/She provides guidance to committee chairpersons on the proper format of preparing reports, minutes of meetings at national convention.
5. He/She provides guidance and assistance to the Secretary in preparing meeting agendas, taking meeting notes, and preparing meeting minutes.
6. He/She reviews the NASCOE Executive Policies and Travel Policies, presents proposed changes to NASCOE Executive Board and updates documents of action taken and distributes as needed.
7. He/She is responsible for establishing, maintaining, distributing, and presenting the National Convention Policies.
8. He/She may be asked to review Parliamentary Procedure with the general assembly at national convention.
9. He/She should have knowledge of all the business to come regularly before the meeting, and call for it in its regular order.
10. The Parliamentarian 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 Parliamentarian shall call the attention of the Chair to any errors in parliamentary procedure.
12. All Resolutions and Parliamentarian 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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. Recommending to the NASCOE President the appointment of the Area Committee Chairpersons for the following Committees: Awards/Scholarship, Benefits/Emblems, Legislative, Membership, Programs, and Publicity. The Exec also recommends members to serve as judges for the Area Awards nominations, judges for the Area Newsletter contest, and judges for Scholarship.
2. Appoints a Negotiation Consultant. If the Area Executive Committeeperson is a CED, then the Consultant must be a PT. If the Area Executive Committeeperson is a PT, then the Consultant must be a CED.
3. Attends all Executive Committee meetings. If unable to attend, the Alternate Executive Committeeperson may attend if requested to do so.
4. Respond to the NASCOE President (or others) within 2 days 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.
5. Keep the appointed Area Chairpersons, the Area State Officers, and Publicity Chairperson, informed of NASCOE news and updates by providing them in a timely manner, correspondence via land mail, electronic mail, newsletter, postcard, telephone or other correspondence as deemed appropriate and timely. Providing timely and accurate correspondence is a priority of Area Executive Committeeperson. Copies of correspondence shall be submitted to each of the NASCOE Officers, the other Area Executive Committeepersons and National Committee Chairpersons.
6. Keep Area States and Committees informed as NASCOE business warrants. Maintain a line of communication between the states and NASCOE Executive Board. Area Executive Committeepersons should consider sending an introductory letter to all members in their area as soon as possible after taking office.
7. Plan and conduct Area Rally.
8. Plan and prepare agenda for Area Meetings held during the National Convention. Invite speakers if desired. Conduct the Area Meetings with assistance from Alternate.
9. Additional National Convention duties include:
 - Check general session meeting rooms – 1 hour before meeting starts – NEA
 - Check set-up of area/committee meeting rooms 1 hr. before meeting starts – SEA

- Work with hotel on Air, audio/visual, etc. during general session – SWA
 - Questions not asked – collecting/typing/submitting to WDC – NWA
 - Collection of cards during Q&A at convention – MWA - All execs
 - Making sure doors are closed during memorial service – All execs
 - Submit a news item for each issue of the NASCOE newsletter
10. Keep 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 Committee person will determine an appropriate course of action.
 11. Provide an Area Directory to the NASCOE Officers, Area Executive Committee Persons, Alternate Area Executive Committee Persons, Area State Presidents and Officers and National Committee Chairpersons. At a minimum, the directory shall include the name, addresses, telephone numbers and email addresses of the Area Executive Committee Person, Alternate Area Executive Committee Person, Area Committee Chairs, Area State Officers and Area State Committee Chairpersons. Other information may be included as deemed necessary by the Area Executive Committee Person.
 12. Evaluating member requests for a conference with the NASCOE attorney for employee related issues and provide a synopsis of the problem and recommendation for appropriate action to the appropriate NASCOE Officer (normally the Vice President).
 13. Attend state conventions within the area as a NASCOE representative if invited by the state. The Alternate Executive Committee person may attend state conventions within the area as a NASCOE representative if the Area Executive Committee person 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.
 14. All Area Executive 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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 he/she is unable to perform the duties of that office.

1. The Alternate Executive Committeeperson shall work with the Area Executive Committeeperson and assist whenever it is necessary. He/she may be requested to 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.
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.
5. All Alternate Executives 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Section 4 Area Committee Chairpersons

General Duties: Area Committee Chairpersons; Awards & Scholarship 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 President or other 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, he/she shall 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 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.
9. Download and forward all applications for awards / scholarships to both state Committee

Chairpersons and State Judges. – (added 3/6/2018)

10. All Area 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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 booklet and other information are available on the NASCOE web site www.nascoe.org. He/she should be aware of the timetable for submitting and judging of Awards nominations. The Chairperson shall 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. The Area Awards Committee Chairperson shall notify the Area winners, send a congratulatory letter to person(s) who submitted the nomination, notify the National Awards Chairperson and Area Executive Committee members and Alternate of Area winners. This will allow the National Awards Chairperson to order plaques for Area Award winners to be presented at the Area Rally or meetings. Keep in mind that sufficient advance notice should be given so that the plaques can be prepared timely.
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 by an Officer of the State 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. Prepare certificates for sick leave awards. – (added 3/6/2018)
6. Forward recommendations to the area chair to make the process more efficient. (added 3/6/2018)
7. All Area Awards 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Award Judges Duties

The Area Awards Judges are appointed by the NASCOE President upon recommendation of the Area Executive Committee person. The Judges should be a blend of members from the various State Associations with PT'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 Program information available on the NASCOE web site: www.nascoe.org
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.
5. All Area Award Judges 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Scholarship Committee Chairperson

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

Responsibilities include:

1. He/she should be aware of the timetables for submitting and judging the Scholarship applications. The Chairperson shall 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 Awards 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 Area Scholarship Committee Chairperson shall notify the Area Winner(s), notify the National Awards Committee Chairperson, Area Executive Committeeperson and Alternate Committeeperson of all Area Winners. He/she shall also notify all non-winners that their application can be resubmitted if all eligibility requirements remain in effect.
1. 4. 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 by an Officer of the State shall be returned to the State for revision, if time permits.
4. All Area Scholarship 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Scholarship Judges

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

Responsibilities include:

1. Persons serving as Judges should become familiar with the Scholarship regulations by reading the Awards 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.
3. All Area Scholarship Judges 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Emblems Committee Chairperson

The Area Emblem Chairperson will be responsible for:

1. Encouraging Emblem displays at State Conventions and the Area Rally.
2. He/she 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.
3. Maintain and distribute information within the Area States concerning purchasing emblems from www.nascoe.org,
4. Keep thinking of ideas for new Emblem items and pass them on to the National Emblem Chairperson.
5. All Area Emblems 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Benefits Committee Chairperson

The Area Benefits Committee Chairperson has many duties including:

1. He/she should 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 Benefit Committee Chairpersons will annually contact, in writing, the group sales department of each recreational fun park (Six Flags, Sea World, etc.) located in your area and request discount packets be sent to you. This is generally accomplished in February or March. A current list of parks with addresses for your area, as well as a sample letter with suggested details will be sent to you by the National Benefits Committee Chair.
5. 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.
6. 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.
7. 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.
8. All Area Benefits 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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 Chairpersons if you hear or read something that may have been unknown to others.

All Area Legislative Committee Chairs:

1. Promotes the goals and objectives of NASCOE's PAC and educate, recruit, and retain participants.
2. 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.
3. Coordinates the effort to recruit every non-PAC contributor in his/her represented area.
4. Requests information/reports from the PAC Coordinator that will help identify potential target contacts for recruitment.

5. Communicates, coordinates, and participates in PAC recruitment/retention efforts by working closely with state legislative chairs and state presidents in his/her represented area.
6. Follows up to determine status of contributors who are identified, by the PAC Coordinator, as inactive by the PAC coordinator.
7. Keeps all PAC educational/recruitment materials (PowerPoint presentations, brochures, fact sheets, etc.) updated and made available to state associations in represented area.
8. Attends state conventions within the area as a NASCOE representative, if invited by the state.
9. Promptly carries out and responds to any request made by the National Committee Chairperson.
10. 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, he/she shall timely notify and submit a report to the Area Executive Committeeperson for presentation in his/her behalf.
11. Maintain an up-to-date email and phone number listing (preferably cell phone # for urgent text messaging) listing of state legislative chairpersons and presidents for the purpose of contacting and forwarding legislative updates and requests for action to forward the PAC agenda and enhance communications.
12. Responsible for being present at the NASCOE PAC recruitment table at National Conventions to assist members enroll in the NASCOE PAC.
13. Area Chairpersons shall work with State Presidents and State Legislative Chairs to identify NASCOE members to serve as contacts to Congressional members in each state.
14. All Area Legislative 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Membership Committee Chairperson

The duties of the Area Membership Committee Chairperson include:

1. Encourage Area States to submit dues promptly to the NASCOE Treasurer when collected. He/she should monitor dues submission from states in the Area.
2. The Area Membership Chairperson shall request from the state membership chairpersons the names and contact information of FSA employees who are not NASCOE Members or are delinquent on their dues. He/she shall contact these employees inviting them to join NASCOE. A copy of this list shall be forwarded to the National Membership Committee Chairperson who will also contact these employees. The Area Membership Chairperson may be requested to follow up with the area states as deemed necessary.
3. Area Membership Chairperson shall work closely with the National Membership Chairperson and the Area Executive Committee person to improve the membership percentage for the area and to address any issues/problems timely.
4. All Area Membership 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

NASCOE/NAFEC Area Committee Chairperson Duties

Duties and responsibilities of the NASCOE/NAFEC Area Chair include:

1. Serve as their NASCOE Area representative on the National NASCOE/NAFEC committee.
2. The NASCOE/NAFEC Area Chair serves at the request of the Area Executive but works with the NASCOE/NAFEC National Committee Chair to perform functions advancing the mission of NAFEC.
3. Develop an area plan of operations annually that aligns with NASCOE/NAFEC National Committee Chair and NASCOE/NAFEC Area Chair objectives.
4. Attend and participate in the National Convention and provide reports to and from the area. Participate with NAFEC in their meetings as directed by the NASCOE/NAFEC National Committee Chairperson.
5. Lead by example and actively recruit their own COC for NAFEC membership and leadership roles within NAFEC.
6. Monitor FSA directives for potential issues affecting the farmer-elected committee system. Issues and concerns shall be elevated and resolved through appropriate NASCOE and NAFEC channels immediately.
7. Attend and participate in the National Legislative conference at the request of the NASCOE/NAFEC National Committee Chairperson.
8. Attend and participate in the Area Rally providing reports to the Area in reference to NAFEC and NASCOE/NAFEC Committee activities and issues of concern raised by membership.
9. Encourage NAFEC Membership and Associate Membership application submission at the National Convention, Area Rally and other meetings by manning a NAFEC membership booth. Assist and provide resources to the NAFEC Leadership in providing a booth if requested by NAFEC leadership at NASCOE functions.
10. As delegated, on a monthly basis; work with NAFEC to reconcile NASCOE and NAFEC membership records so that they are accurate and complete. Assist NAFEC in assembling and maintaining their database if authorized.
11. Lead Area NAFEC Committee meetings as necessary.
12. Write articles for the NASCOE newsletter and NAFEC newsletter as requested by the National Committee Chairperson.
13. Make personal contact with and provide training for the NASCOE/NAFEC State Chairs and the NAFEC State Directors, on an annual basis.
14. Encourage and assist NAFEC directors in attending conferences as requested by the NASCOE/NAFEC National Committee Chairperson. This may include making personal calls, reserving rooms, and providing information on NAFEC reimbursement.

15. Develop a distribution list that includes all NAFEC State Directors and NASCOE/NAFEC State Chairs within the area. Be prepared to contact key individuals on a regular basis as necessary. This would include the need to make personal phone calls and e-mail contacts.
16. Assist the NASCOE/NAFEC National Committee Chair in preparing for NAFEC meetings which could include developing position papers, preparing name badges, information packets, etc.
17. Assist the NASCOE/NAFEC National Committee Chair in the development of letters for NAFEC to use in addressing issues of importance.
18. Keep a record of activities to pass on to successor NASCOE/NAFEC Area Chairpersons.
19. Contact the NASCOE/NAFEC National Committee Chairperson or Area Executive with questions, concerns or problems that may arise.
20. Send timely notifications to NASCOE/NAFEC State Chairs for promotion of the NAFEC Scholarship. Ensure that the State Chairs adhere to the set timetable for disbursing the scholarship information. Promotion should be sent early enough to give the NAFEC ample time to review submissions and properly judge them.
21. Work closely with NASCOE/NAFEC State Chairs to assist with membership reconciliation in each state.
22. Share NAFEC membership brochures and promotional items to NASCOE/NAFEC State Chairs at the time of the annual membership drive.
23. Assist states with questions or concerns regarding membership.
24. Provide training to state chairs covering the items listed below:
 - History of NAFEC/bylaws/authorities.
 - Review of responsibilities handbook for the NASCOE/NAFEC National Committee Chairperson and NASCOE/NAFEC Area Chairperson.
 - The annual NAFEC operating plan.
25. All Area NAFEC 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 National NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Program Chairperson Duties

The Area Program Chairperson will work with the national Program Chair to ensure that items submitted from the area are addressed appropriately.

Other duties may include:

1. The Area Program 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 Program Committee to the membership within the Area. The Area Program 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 Program Chairperson shall assist and encourage state membership in the area to participate in the submission of items for consideration by the Program Committee.
4. The Area Program Chairperson may act as a conduit to relay items from the NASCOE member identifying the issue to the national Program Chairperson for consideration. The Area Program Chairperson will regularly communicate and assist the National Program Chairperson as requested.
5. All Area Programs 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Publicity Committee Chairperson Duties

The Area Publicity Committee Chairperson duties include the following:

1. Coordination with the Area Executive for the planning and publication of a minimum of three area bulletins. This includes the following:
2. Selecting relevant topics, this includes selecting relevant topics, soliciting articles from the Area Executive, Alternate Executive, and 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.

3. Maintenance of area photo albums on the NASCOE News Facebook page. Appropriate photos include those from area rallies, state conventions, training meetings, and other NASCOE activities.
4. Communication 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.
5. Encouragement of state newsletters, websites, and/or Facebook pages. Area Publicity Chairpersons should be available to provide assistance and support to State Publicity Chairpersons in all publicity efforts.
6. Assistance with the annual Convention Cash Club contest. This includes publicizing the contest, soliciting entries, and judging entries.
7. All Area Publicity 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Resolutions and Parliamentarian Chairperson Duties

The AREA Resolutions and Parliamentarian Chairperson shall be appointed by the NASCOE President upon the recommendation of the Area Executive Committee person. The Area Resolutions and Parliamentarian Chairperson shall provide support and guidance to the Area in Parliamentary Procedure as it pertains to Area meetings. The appointee is also responsible for providing technical advice to the Area Executive Committee person and Area Committee Chairpersons to facilitate or direct the discussions and keep order.

The Area Parliamentarian and/or 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 Area and/or Area Committee meetings.
2. The Parliamentarian reviews and presents any proposed resolutions to the membership at Area meetings.
3. He/She provides guidance to committee chairpersons on the proper format of preparing reports and minutes of Area meetings.
4. He/She may be asked to review Parliamentary Procedure at Area meetings.
5. The Parliamentarian shall be unbiased in matters being discussed at meetings. Participation in meetings should be limited to giving parliamentary or policy advice to the meeting Chair, and, when requested, to any other member of NASCOE.
6. The Parliamentarian shall call the attention of the Chair to any errors in parliamentary procedure.
7. All Area Resolutions and Parliamentarian 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

Area Negotiation Consultant Duties

The Area Negotiation Consultant will be appointed by the NASCOE President upon recommendation of the Area Executive Committeeperson. If the Executive Committeeperson is a CED, the Consultant will be a PT. If the Executive Committeeperson is a PT, the Consultant will be a CED. Responsibilities are many and varied but shall include:

1. A Pre-Negotiation Session is usually held in January. Items may be submitted after the deadline which is December 15th. The Negotiation Consultant shall contact the Area States requesting items for the Pre-Negotiation Session. This notification may be conducted by e-mail, postal service, area web page articles, etc. The Consultant and Executive Committeeperson shall work together to prepare the items for presentation at the Session. The Consultant and/or the Executive Committeeperson shall forward a copy of each item received to the NASCOE Secretary to ensure the item is included for presentation at the Pre-Negotiation Session. 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.
2. Immediately after the Pre-Negotiation Session, individuals who submitted items from your area must be notified as to the status of the item. The Area Executive Committeeperson may notify the individuals or may ask the Consultant to notify the individuals. (See EXHIBIT 1).
3. The NASCOE Secretary and the Programs Committee Chairperson 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.
4. The Negotiation Consultation Session with Management is normally held in May. 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.
5. 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, he/she shall submit a report to the Area Executive Committeeperson for presentation in his/her behalf. It is important to note that the expenses of the Consultant for attending the Area Rally and/or the Area Meeting during the Convention are not authorized expenses of NASCOE.

6. The Consultant shall work closely with the Area Executive Committee person and be willing to write correspondence, reports and new items, if so requested. The Consultant shall feel free to contact the Area Executive Committee person or NASCOE Officers with any questions and/or suggestions. Expenses such as postage and telephone calls are reimbursable by filing a claim with the NASCOE Treasurer.
7. All Negotiation Consultants 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 NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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 National Mentoring Program. Each item submitted is carefully reviewed by the NASCOE Officers, Execs, 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(s) 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 review of 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,

Area Negotiation Consultant