

## DUTIES OF REGIONAL DIRECTORS

Revised January 2009

1. **Attend all MAAE Board meetings. If you cannot attend, see that an alternate is there in your place.**
  - a. Give him/her a copy of the agenda.
  - b. Be sure he/she is informed of what will be expected at the board meeting.
  
2. **Serve as a direct link to carry members' concerns to the MAAE Board and carry board actions to the regional membership.**
  - a. Conduct regional meetings for member input and explain MAAE policies and board decisions.
  - b. Be available for e-mail, phone or mail communications from regional members.
  - c. Keep the board informed of regional happenings and concerns through a regional report (written for the secretary's benefit) at each board meeting.
  - d. Bring resolutions passed at the regional level to the board for further action.
  - e. Maintain a regional directory of instructors and regional e-mail list serve.
  - f. Participate in the MAAE telephone tree for legislative and other urgent affairs. Upon receiving a call from an association officer, relay that information to affected teachers in your region. You may wish to set up a telephone tree within your own region to speed up the process.
  
3. **Present state officer nominations from your region at the winter board meeting.**
  - a. Nominations originate at the regional meeting level.
  - b. The MAAE board prepares the slate of candidates at the spring meeting for inclusion in the summer issue of *Ag in Action*. This will be reviewed and presented to the membership by the Past-President's Committee.
  
4. **Oversee regional rotational standing committee assignments.**
  - a. You are responsible for the selection of the rotational committee chairperson for your region.
  - b. Although a regional committee chairperson is appointed, it is the director's responsibility to be certain that committee work is progressing on schedule and to provide direction and guidance to the committee.
  - c. The MAAE vice-president will be communicating directly with the regional committee chairperson and also with the regional director throughout the year.
  - d. Mid-year committee reports are to be submitted in writing at the winter board meeting.
  
5. **Be responsible for regional *Ag in Action* articles.**
  - a. Regions are responsible for submitting articles on a rotational basis set up by the *Ag in Action* editors..
  - b. Notify teachers in your region of the above schedule and the themes of various issues. Encourage them to write articles anytime but especially when your region is responsible.
  
6. **Prepare a regional Ag-Ed directory for your region.**
  - a. Make copies of the region and/or state directory as prepared by the membership secretary at the fall board meeting.
  - b. Send copies to all members of the region.
  
7. **Be responsible for annual conference registration.**
  - a. Complete registration as directed by MAAE Professional Program Coordinator
  - b. Keep a record of who has registered, paid dues, ordered extra meal tickets.
  - c. Plan to operate the registration table the first morning of the annual conference to register those from your region who did not pre-register and to distribute ag packets to all who attend.
  
8. **Be responsible for getting the names of award winners from your region to the executive committee.**
  - a. Teachers are notoriously bad about getting applications turned in, but they get quite upset if they do not receive their awards!
  - b. Service Awards (10, 20, 25, 30, 35, 40, 45 & 50 years) to the membership secretary.

- c. Retiring teachers to the president-elect.
- d. Names of new teachers to the past-president
- e. Teacher of teachers to the vice-president.

**9. Encourage applications from your region for the five NAAE sponsored awards.**

- a. Outstanding Ag Teacher of the Year
- b. Outstanding Young Member
- c. Outstanding Middle / Secondary Ag-Ed Program
- d. Outstanding Post Secondary / Adult Ag-Ed Program.
- e. Outstanding Teacher-Mentor

**10. Inform members of the difference between the MAAE and the NAAE Ag-Ed Teacher of the Year award.**

- a. Offer assistance and encourage members to call on neighboring instructors.
- b. Explain regional policies, identify the regional FFA advisor.
- c. Tell them about the MAAE, NAAE, and ACTE, what your role is as director, and encourage them to join.
- d. Notify the executive committee of the names and schools of new instructors in your region.

**11. Inform members of their responsibilities.**

- a. Encourage other members in your region to talk to non-members about joining.
- b. Attempt to have membership recruiting activities completed by October 1.
- c. Inform the president of the names and addresses of all non-members in your region by the fall board meeting.
  - (1) The president will send all non-members a letter encouraging them to join
  - (2) You should follow up that letter with another personal contact.

**12. Welcome new instructors in the region.**

- a. Offer assistance, and encourage them to call on neighboring instructors.
- b. Explain regional policies, and identify the regional FFA advisor.
- c. Tell them about the MAAE, NAAE and ACTE and what your role is as director, and encourage them to join.
- d. Notify the executive committee of the names and schools of new instructors in your region.
- e. Encourage their participation in the Teacher Induction Program (TIP) or the FBM Professional Excellence Program (PEP); both of which are teacher mentoring programs available to high school or FBM instructors.

**13. Promote associate membership in MAAE.**

- a. Appoint a regional MAAE member to be in charge of associate membership.
- b. Spend a few minutes at a regional meeting "brainstorming" names and addresses of former Ag-Ed instructors. These may be retired teachers or those who have taken positions in agribusiness. Most of them want to stay in touch with their "old" friends and the MAAE.
- c. For \$40 annual dues, they receive *Ag in Action* and a ticket to the annual MAAE banquet.

**14. Respond to teachers in your region who are suffering from a serious illness or death in the family.**

- a. Send a card or a letter on the regional level. You are authorized to send flowers or a memorial on behalf of the region.
- b. Notify the president-elect so he/she may follow through on behalf of the MAAE. Let him/her know what you have done on the regional level.

**15. Attend NAAE / ACTE National Conference.**

- a. Second-year directors are encouraged to attend the national conference.
- b. Minnesota qualifies for six or seven delegates, depending on our present membership.
- c. A stipend from MAAE is available to help defray expenses.

**16. Be responsible for the election of your successor at the end of your two-year term.**

- a. Members at all levels (secondary, post-secondary, and adult ) should be given the opportunity to be nominated and to vote.
- b. Notify the president of the newly elected director's name and address by June 1.
- c. Encourage the newly elected director to attend the pre-conference board meeting with you.
- d. Plan to attend the post-conference board meeting along with the new director.

### MAAE TIMELINE OF ACTIVITIES

AUG PROMOTE MEMBERSHIP!

SEP FALL MAAE BOARD MEETING  
REGIONAL DIRECTORIES COPIED AND DISTRIBUTED.  
*AG IN ACTION* COPY DUE

OCT PROMOTE MEMBERSHIP!  
CONDUCT LEGISLATIVE ACTIVITIES AND MEET LEGISLATIVE CANDIDATES

NOV MAELC GRANT APPLICATIONS DUE TO MAELC OFFICE

DEC NAAE/CONVENTION  
*AG IN ACTION* COPY

JAN ENCOURAGE APPLICATIONS FOR NAAE AWARDS! HOLD REGIONAL MID-WINTER MEETINGS  
MAAE MID WINTER BOARD MEETING AT AG TECHNOLOGY CONFERENCE

FEB

MAR REVIEW MEMBERSHIP LIST & TENURE AWARDS WITH MEMBERSHIP SECRETARY  
ENCOURAGE NOMINATIONS FOR MAAE OFFICER CANDIDATES  
BUSINESS AND INDUSTRY AWARDS NOMINATIONS  
HARVEST STATES SCHOLARSHIP APPLICATIONS DUE TO PAST PRESIDENT  
MAAE OUTSTANDING AWARD APPLICATIONS DUE TO PAST PRESIDENT

APR SPRING MAAE BOARD MEETING  
BUSINESS AND INDUSTRY AWARD NOMINATIONS AT SPRING BOARD MEETING  
*AG IN ACTION* COPY DUE

MAY REGIONAL MAAE MEETINGS

JUNE NOTIFY PRESIDENT OF NEWLY ELECTED REGION DIRECTORS  
NAME OF AWARD WINNERS (TENURE, ETC.) TO EXECUTIVE COMMITTEES

JULY ANNUAL MAAE CONFERENCE  
PRE & POST MAAE BOARD MEETINGS AT MAAE CONFERENCE  
WELCOME NEW TEACHERS TO THE REGION!