EXTENSION PROFESSIONAL ASSOCIATIONS OF FLORIDA

BOARD OF DIRECTOR’S OPERATING MANUAL

2004 Revised - 2005
Operating Manual

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This operating manual was developed to serve as a guide to help the EPAF Board of Directors in their job of planning and organizing the Annual Professional Development Meeting and Administrative Conference.

It is meant to be used, notes written in the margin, and revised at any given time. Hopefully, this manual will help each board member and committee chair understand his or her responsibility and role on the board a little better.

At the end of each meeting, this manual should be passed on to the next person serving in the capacity of the title on the front cover. This process will only work if each person takes his/her job seriously, and is willing to help others learn the operations of the EPAF Board of Directors.

Keep in mind these are only suggested job descriptions and timelines as seen by the author. That does not mean items and/or committees cannot be deleted or added as necessary. Do whatever it takes to make the planning of this meeting as “painless” as possible. This manual is a work in progress and should be treated as such.

Each committee chair needs to understand there will be several hours and days dedicated to making the EPAF Annual Meeting a success. Therefore, the Annual Meeting will become a priority toward the end of the planning process. Plan your time wisely.

A special thank you to Bill Schall for having the vision and wisdom to create the original manual in 1994. It was with his guidance that this current manual was written.

Written and Revised by:
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4-H Youth Development Agent III
University of Florida, Bradford County
October, 2005 – first revision
EXTENSION PROFESSIONAL ASSOCIATIONS OF FLORIDA

PURPOSE: The primary purpose of this organization is to establish and maintain a professional structure through which member organizations may be joined in a united professional effort.

OBJECTIVES:
- to promote professional improvement of all professional extension workers.
- to support and encourage the development of a united approach to a total extension program.
- to provide opportunities for recognition of leadership and service, especially through an annual meeting.
- to encourage and promote high professional standards and maintain a high esprit de corps among all members.
- to promote understanding and cooperation among all extension professionals, and to provide a channel for exchange of ideas.
- to establish and maintain a line of communication with extension administration.
- to provide educational programs for the benefit of the members.
- to work for the benefit and service of members and ultimately for all the Extension customers in Florida.

MEMBERSHIP: Members of EPAF shall be:
- Florida Association of County Agricultural Agents (FACAA),
- Florida Extension Association of Family and Consumer Sciences (FEAFCS),
- Florida Association of Extension 4-H Agents (FAE4-HA),
- Epsilon Sigma Phi -Alpha Delta Chapter (ESP),
- Florida Association of Natural Resources Extension Professionals (FANREP).

ANNUAL MEETING: The annual meeting of EPAF is held each year to provide professional development opportunities and recognition for peers. The meeting location rotates annually among the five Extension Administrative Districts.

BOARD OF DIRECTORS: The EPAF Board of Directors consists of the Chair, the President and President-elect of each of the five professional associations, and the following Standing Committees:
- Facilities
- Registration
- Awards & Program Book
- Sponsorships
- Auction
- Photography
- Equipment
- Retirees
- Poster Session
- Entertainment
- Hospitality
- Professional Development Tours
- Speakers Abstracts
- Budget/Audit
- Past Presidents
- FAEP Issues
**OFFICES:** The offices of chair, chair-elect, and secretary shall rotate annually among the five (5) member associations as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>FANREP</td>
<td>FACAA</td>
<td>ESP</td>
<td>FAEFCS</td>
<td>FAE4-HA</td>
<td>FANREP</td>
<td>FACAA</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>FACAA</td>
<td>ESP</td>
<td>FAEFCS</td>
<td>FAE4-HA</td>
<td>FANREP</td>
<td>FACAA</td>
<td>ESP</td>
</tr>
<tr>
<td>Secretary</td>
<td>ESP</td>
<td>FAEFCS</td>
<td>FAE4-HA</td>
<td>FANREP</td>
<td>FACAA</td>
<td>ESP</td>
<td>FEAFCF</td>
</tr>
</tbody>
</table>

- Member association assigned Secretary shall fill it with its president-elect.
- Member association assigned Vice-Chair shall fill it with its president.
- Member association assigned Chair shall fill it with its past president.
- The Treasurer is elected annually by the EPAF Board of Directors.
- Administrative Liaison – appointed by the Dean for Extension.
- Each association has two (2) votes

The responsibilities for the annual meeting meal functions are as follows:

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### EPAF Board of Directors

#### Conference Functions Rotation

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Opening</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
</tr>
<tr>
<td>Awards Breakfast</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
</tr>
<tr>
<td>Retiree’s Luncheon</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
</tr>
<tr>
<td>DSA Banquet</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
</tr>
<tr>
<td>Friends of Extension</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
<td>ESP</td>
<td>FACAA</td>
<td>FANREP</td>
<td>FCS</td>
<td>4-H</td>
</tr>
<tr>
<td>Dean’s Admin. Conference</td>
<td>****</td>
<td>****</td>
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<td>****</td>
<td>****</td>
<td>****</td>
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</tr>
</tbody>
</table>

**** The Dean’s Administrative Conference can either start on Wednesday afternoon to include the evening meal and auction and continue through breakfast on Thursday. Or if the budget allows, the Dean has continued through Thursday and adjourned on Friday at noon. The meal functions included in the Administrative portion of the EPAF Annual Meeting are included in the registration fees. However, since no association is in charge of meal functions, associations volunteer to take up the meal tickets at the door.

**** Each year’s board should look at ways to improve and enhance the annual meeting whether through speakers, workshops or the scheduling of the program events. Remember “think outside the box;” and just because it has been done the same way for years – does not mean it cannot be changed and/or improved upon. (jb)
EPAF Board of Directors
Chair

Job Description: The Chair’s responsibility is to oversee the successful planning and organizing of the EPAF Annual Professional Development Meeting and Administrative Conference. The Chair works with the standing committees to see that the annual meeting plans progress in a timely manner. He/she appoints committees as necessary in order for the board to conduct business and plan the annual business. He or she appoints both the Facilities and Registration Chairs.

Duties:
- Prepare agenda for the Winter, Spring (site visit), and Summer board meetings.
- Contact District Director’s Office as to whom will be attending board meetings.
- Secure meeting location for both EPAF board and the five (5) professional association boards for winter and summer board meetings.
- Make arrangements for Dean to meet with association boards at winter and summer board meetings.
- Work with committee chairs to see that they are on task with their responsibilities.
- Work with Facilities Chair in contract negotiations, if necessary.
- Work with Treasurer in the preparation of a board budget.
- Serve as board representative to Extension Dean’s Advisory Committee.
- Conduct meeting evaluation at post conference board meeting.
- Provide informational assistance, etc., as necessary, for new Annual Meeting Chair and EPAF Board of Directors in preparation for their upcoming annual meeting.
- Encourage colleagues to search for meeting locations approximately 18 months to 2 years out.
- Communicate with committee chairs on regular basis – notify them that they need to have a chair-elect in place by the December Board Meeting.
- Work with Dean’s Liaison to help incorporate the Administrative Conference into the schedule.
- Work with EPAF Board of Directors to determine annual meeting theme, program, format, workshops, etc.
- Provide assistance where needed. Find answers to any questions committee chairs might have.
- Work with Facilities Chair in meal planning, if necessary.
- Work with all committee chairs to ensure that they meet all deadlines established by other committee chairs.
- Coordinate Florida delegation to PILD, or appoint a designee to coordinate delegation.

SUGGESTED TIMELINE

September (Last Day of Conference) –
1. Take over as Chair for the next year’s conference.
2. Set dates for Winter, Spring (site visit), and Summer Board Meetings.
3. Assign representative to present information at New Agents Orientation (general held in Oct.). Topic is “How Association Membership Can Help You”.
4. Introduction of committee chairs.
5. Notify committee chairs to have chair-elects in place by December Board Meeting.
6. Solicit any site reviews that might be available – if none, encourage Board Members to recruit colleague willing to serve as facilities chair and site coordinator for the upcoming conference.

October-November –
1. Encourage Secretary to get minutes out to Board members for any revisions.
2. Secure site for December board meetings.
3. November – notify District Directors’ office of those authorized to attend Board Meeting.
4. Notify the five Association Presidents that they are to submit a list to District Directors’ Office of who will be attending their board meetings.

December –
1. Prepare agenda and send to all board members.
2. Convene meeting at appropriate time.
3. Keep meeting running smoothly and on time.
4. Solicit theme and speaker ideas for meeting.
5. Have Facilities Chair give detailed report for site visit in Feb/March.
6. Make arrangement for board dinner or notify members to submit receipts for reimbursement.
7. Remind Secretary to get minutes out to board members in January.
8. Begin conversation with Dean’s office and other appropriate people on resources for Public Issues Leadership Development Conference (PILD) held in Washington DC each May.
9. Find out who is attending JCEP Officer Training Workshop.

**January – February –**
1. Continue to work with committee chairs on any problems or questions they might have.
2. Remind Facilities Chair to have draft of menus for boards input at March site visit.
3. Remind Registration Chair that board will try to set registration cost at the March site visit meeting.
4. Work with Facilities Chair of securing room for meeting and making arrangements for those board members coming in the night before the meeting.
5. Refine meeting room needs (size, set-up, seating arrangements, etc).

**March –**
1. Prepare and send out agenda to all board members.
2. Send list of those attending to District Directors office.
3. Try to get an idea of how many complimentary rooms will be used (Chair, Registration Chair, Facilities Chair, Hospitality Chair, Treasurer).
4. See if any committee chairs have any special needs.
5. Have Secretary send out the minutes as soon as possible.

**April – May**
1. Finalize any menus with Facilities Chair.
2. Communicate with Registration Chair as to progress with registration packet – this included retiree’s packet of information.
3. Work with committee chairs (professional development tours, etc) to see what they will be putting on the Registration website.
4. May – prepare agenda for June Board meeting and send out to board.
5. Send names of board members to District Directors Office.
6. Notify five Association Presidents to submit list of their officers and board members to District Directors office for authorization to attend meeting.
7. Coordinate Florida’s efforts at PILD – Serves as Leader of Florida’s Delegation.
8. Communicate on monthly basis with committee chairs to see if they are on track with their timelines and responsibilities. From this point forward will be in regular contact with Registration and Facilities Chairs.
9. See that Past-President’s Plaques are ordered for presentation at annual conference.

**June**
1. Convene meeting and keep everyone on task.
2. Finalize room set ups, meals, speakers, equipment, etc.
3. Confirm that registration packet is ready for distribution.
4. Stress the importance of registering **ALL** Special Guests with Registration Chair (more appropriate to register on line). Also notify Facilities Chair if Special Guests will need a hotel room and what meals they will be attending. Tell Facilities Chair and Treasurer which association is to be billed for special guests.
5. Finalize any menu changes with board and Facilities Chair.
6. Work with Awards and Program Book Chair to see that all committees have submitted appropriate information.

7. Walk through annual meeting day by day to see if there are any changes in rooms or function times that need to be changed.
8. Work with Dean’s Liaison to see if the Dean or his/her support staff need anything else.
July-August
1. Continue to communicate weekly with Registration and Facilities Chair.
2. Communicate with Equipment Chair on any special equipment that may not have been considered.
3. Remind Association Presidents of what meal function they are in charge of; and also to get their final meeting room set up and any equipment needs to the appropriate chair.
4. Work with Facilities chair on room nights booked to see if the meeting is going to meet the contractual agreement.
5. Have Registration and Facilities Chairs give weekly count on numbers.

September (first day of conference)
1. Meet with EPAF Board of Directors to go over program for any last minute changes.
2. Meet with hotel staff for pre-con meeting for any last minute changes.

During Conference
1. Be available for any last minute troubleshooting. Stay in contact with Facilities and Registration Chairs.
2. Monitor ticket counts for all meals and compare with hotel count.

Last Day of Conference
1. Conduct meeting critique with EPAF Board of Directors.
2. Pass gavel/leadership to new EPAF Chair.
3. Meet with Treasurer, Facilities Chair, and hotel staff in paying of final bill or make payment arrangements.
4. Meet with Registration Chair on any outstanding bills from conference attendees.

NOTES
NEW AGENTS ORIENTATION

The Benefits of Active Membership with Your Extension Professional Associations

Notes from presentation at 2003 Extension In-Service Training
New Agent Orientation Fall 2003

By Bob Hochmuth, FAEP Chair 2002-2003

Introduction: As representative of EPAF, describe representative’s (speaker) position in EPAF

1. Describe EPAF – Umbrella organization: Extension Professionals Association of Florida
   - Five (5) Associations
     - FACAA – Florida Association of County Agricultural Agents
     - FAE4HA – Florida Association of Extension 4-H Agents
     - FEAFCS – Florida Extension Association of Family and Consumers Sciences
     - FANREP – Florida Association of Natural Resources Extension Professionals
     - E.S.P. – Epsilon Sigma Phi – Honorary Extension Agent Fraternity (5 years or more of service)
   - Five (5) associations pull together to plan EPAF Annual Conference in September.
   - Leadership rotates from Association to Association – Recognition, awards, abstract presentation, networking.
   - Represent Florida at Public Issues Leadership Development (PILD) in Washington, D.C. each spring. One day to meet with legislators on the Hill.
   - EPAF Issues Committee – Present concerns to Extension Administration may include: program support, turnover, benefits, morale, etc.

2. Benefits to become member of individual Associations
   - Every agent should be a member of at least one association. Dues are $40 to $100, many counties will pay dues and some waive dues for the first year. Be sure to ask your CED about county policy for paying dues.
   - Memo from Extension Administration in 2002 clarified expectations of active memberships in your professional association. Basically we are expected to be active in a professional association. It can be any of several associations including the five in FAEP. Other examples include: associations for animal scientists, entomologist, horticultural scientists, dietetics, etc. These national types of associations are more difficult to get recognition.
   - Best way to get recognition in your profession is through your extension professional association.
     - Present abstract papers
     - Statewide committee work
     - Honors and awards
     - Communication awards: state, region, national recognition
   - Enter your educational programs: newsletters, web sites, fact sheets, successful programs, etc. Helpful as a review of current work. Gives information on how to improve.
   - In looking back over promotion packets in the past years:
     a. The packets had strong involvement in association committee, leadership, etc. early in career – help on committees is a good way to start.
     b. Awards – 80% or more were via professional association in EPAF.
       - State, region, and national award winners
       - Communication awards
       - Achievement awards
       - Distinguish service awards
       - Young agent awards

3. Final benefit to active memberships
   - Comradeship, network with other agents.
• Get to know and respect others in profession.
• Without a doubt, my EPAF and FACAA involvement has made me “feel” GREAT about being a county extension agent because of the relationships developed with other agents as a result of that involvement.
ABSTRACT COMMITTEE

Job Description: The purpose of the Abstract Committee is to oversee the compilation of the Abstract Booklet, and by working with the Abstract Chairs from the five professional associations, coordinates the five concurrent Abstract Presentations during the Annual EPAF Meeting.

Job Duties:
- Work with the five association chairs in soliciting the proposals from the respective membership.
- Encourage newer members to submit proposals as a way to help them with their Tenure and Promotion Packet.
- Make sure that the submission criteria are adhered to, and that each association screens their own proposals.
- Work with the Sponsorships Chair, the Abstract Committee Chair to identify potential donors for monetary awards for the abstract presenters (optional).
- Solicit bids for the printing of the Abstract Booklets – work with Registration Chair for the approximate number needed.
- See that there is a well-balanced, diverse number of abstracts to be presented.
- Work with Equipment Committee Chair and Facilities Chair in seeing that the five breakout rooms are set up accordingly, and that all necessary equipment is available. It is advisable that the Abstract Chair for each association brings in all of the equipment they might need – such as extension cords, overheads, screens, etc. This will cut down A/V costs with the hotel.
- Communicate with Abstract Chairs the importance of keeping on time within each room, and adhering to the printed schedule. It is not advisable to alter the schedule once it is printed.
- Abstract booklets need to be available at the Registration Desk throughout the conference.
- Post schedules of presentations outside of each of the five (5) rooms.
- Recruit co-chair.

NOTES
## SUGGESTED TIME TABLE FOR ABSTRACT PRESENTATIONS

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHEN</th>
<th>WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Send out a reminder to Association Abstract chairs to remind them the call for abstracts will be sent to all agents and specialists by May.</td>
<td>by April</td>
<td>Abstract Committee</td>
</tr>
<tr>
<td>2. Send memo and call for abstracts to all agents and specialists in your respective Association.</td>
<td>by May</td>
<td>Abstract Committee</td>
</tr>
<tr>
<td>3. Send a reminder notice to all Agents, Specialists, etc., via electronic mail.</td>
<td>by May</td>
<td>Abstract Committee</td>
</tr>
<tr>
<td>4. <strong>Agents</strong> forward abstracts on disk or e-mail as attachments (Word 2000 only! Or as a Rich Text Format file) to <strong>Abstract Committee</strong>.</td>
<td>Postmarked by June</td>
<td>Agents</td>
</tr>
<tr>
<td>5. <strong>Abstract Committee</strong> forward abstracts to <strong>Association Abstract Chairs</strong>.</td>
<td>by June</td>
<td>Abstract Committee</td>
</tr>
<tr>
<td>6. <strong>Association Abstract Chairs</strong> will compile abstracts for their respective association, selecting 13 for presentation &amp; forward to the <strong>Abstract Committee</strong>.</td>
<td>by July</td>
<td>Association Abstract Chairs</td>
</tr>
<tr>
<td>Must be post-marked by this date!!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. <strong>Abstract Committee</strong> compile selected abstracts onto disk and deliver to print shop.</td>
<td>by July</td>
<td>Abstract Committee</td>
</tr>
</tbody>
</table>
ASSOCIATION PRESIDENT’S RESPONSIBILITIES

Job Description: The responsibility of the association president is to serve as the conduit between the EPAF Board and his/her professional association. The president can delegate such responsibilities, as he/she deems necessary.

Duties:

- Report to respective association the business of the board. Ask for feedback to the board, if appropriate.
- Follow-up with appropriate association committee chairs to see that deadlines are met for program, awards, registration of special guests, etc.
- Work with Registration Chair, Facilities Chair, Award & Program Book Chair, and EPAF Chair to ensure the smooth running of the conference
- Support the EPAF Chair and other board members in decisions made.
- Appoint members of association to serve on EPAF Committees as necessary (Issues, Dean’s Advisory Committee, etc.).

NOTES
Auction Committee

Job Description: The purpose of this committee is to provide an avenue for additional funding for the five professional associations and EPAF.

Job Duties:
- Coordinate with Facilities Chair for arrangement of room in which auction is to be held. (number of tables, microphone, etc).
- Coordinate with Registration Chair for auction items to be dropped off at Registration table and stored in secure location until time of auction.
- Recruit person to facilitate the Silent Auction.
- Develop flyer to be put on EPAF website announcing the auction and asking for items to be donated.
- Secure the auctioneer, and arrange with Facilities Chair and Registration Chair his room and meals.
- Send out letter or electronic message reminding membership to donate items for the auctions. Also need to encourage them to purchase items.
- Print program listing auction items and donors.
- Print bid sheets (if necessary).
- Have sign-in sheets and bid numbers for all bidders.
- Secure an area away from the tabulators for the Cashier to accept payments.
- Recruit members to help record the sales during the auction.
- Announce Silent Auction winners during the Live Auction.
- Work with the EPAF Treasurer in the sending of notices of those not paying night of Auction.
- Recruit a chair-elect.
- Work with Treasurer in the payment of proceeds to the professional associations.

Suggested Timeline

March (site visit):
1. Coordinate with Facilities Chair the need to have tables around the room for both Live and Silent Auction Items.
2. Coordinate with Registration Chair a place to drop off items.

May:
1. Develop flyer or letter to go on EPAF website announcing auction and asking for items.

June:
1. Secure the auctioneer
2. Register the auctioneer with Registration Chair and work with Facilities Chair on reserving his/her room. Need to identify how many nights and how many meals that EPAF is responsible for.
3. Send out reminder e-mail about auction and auction items. May want to include what the monies are used for and how they are distributed.

August – September:
1. Send final reminder about auction.
2. Print program of auction items.
3. Make sure there are enough bid sheets.
4. Have bid numbers and sign in sheets available.
5. Recruit Cashier, and committee to help with the recording of sales.
6. Work with Facilities Chair to make sure there are enough tables to hold all of the items.
7. Work with Auction Committee members in seeing that only high ticket items are on the Live Auction.
8. Coordinate with person in charge of the evening function to determine the agenda for the evening.

September:
Day of auction:
1. Organize auction items. Put in order of sale and number the items.
2. Set up Cashier’s table to collect money.

After Auction:
1. Confirm auction totals, and prepare report.
2. Collect unpaid invoices and send bill to those individuals. Those who have not paid within 60 days are assessed a late fee of 15%.
3. Send copy of unpaid invoices to EPAF Treasurer.

NOTES
AWARDS AND PROGRAM BOOK COMMITTEE

**Job Description:** The purpose of the Awards and Program Book Committee is to collect, organize, write and publish the Awards Booklet and Program for the Annual EPAF Professional Development Meeting. The Chair (or author of the program) is responsible for organizing the booklet in such a format that follows the day-by-day schedule of the conference. He/she is also responsible for listing all of the awards and award winners who are to be recognized throughout the meeting.

**Job Duties:**
- Contacts each of the five Associations’ Awards Chairs for a list of the awards to be given out and the winners. Depending on the award, a short bio and picture may be applicable.
- Sets a deadline that is agreeable with EPAF Board and notifies the Awards Chairs when all information is due. Chair may have to notify Association Awards Chairs and Presidents several times to accomplish this.
- Work with the Facilities Chair in securing the final conference schedule and room assignments of all meetings for inclusion in the program book.
- Send draft copy of program to all board members for their input and suggestions.
- Solicit bids for the printing of the Awards and Program Book. Works with Registration Chair in determining the number to be printed.
- Submit bill to Treasurer for payment.
- Get printed booklets to Registration Chair prior to conference for inclusion in the registration packet.
- Communicate with Dean’s Liaison and Speakers Committee Chair for any special information to be included in booklet.
- Recruit a chair-elect.
- Establish guidelines as to format, font, length of written bio, picture size, etc. as to what is acceptable for printing.
- Work closely with printer/graphics to ensure that the program is correct.
- Work closely with Sponsorship Chair to include any donors, companies, etc. in the program.

**SUGGESTED TIMELINE**

**December** –
1. Hand out copies of previous year’s program booklet for evaluation of layout, etc.

**March-June** –
1. Solicit bids for printing.
2. Set deadline as to when all information is due.
3. Communicate with appropriate association Award Chairs as to what needs to be submitted.
4. Establish criteria for submission (ie. length, font, picture, etc)

**June-July** –
1. Establish final conference schedule and room assignments with Facilities Chair.
2. Send draft copy of program to EPAF board for suggestions, editing, etc.

**August** –
1. Make any necessary revisions to booklet.
2. Send to printers.

**September** –
1. Deliver booklets to Registration Chair or Registration Desk to be inserted into packets.

**NOTES**
BUDGET/AUDIT COMMITTEE

Job Description: The purpose of this committee is to give guidance to the Treasurer as needed. This committee should be made up of a representative of each of the five (5) professional associations. This committee should conduct a complete audit of the books anytime the position of Treasurer changes hands or when the EPAF Board of Directors deem such an audit necessary. The EPAF Chair shall appoint a chair and members to this committee.

Job Duties:
- Advise Treasurer in bookkeeping strategies, as necessary, for smooth operation of transactions.
- Recommend any changes to record keeping procedures or expediting expenditures as necessary.
- Give written audit to EPAF Board as necessary.
- Work with Treasurer on developing budget for the board.

SUGGESTED TIMELINE

An annual audit will be conducted at the discretion of the EPAF Board of Directors. An audit of the books will become mandatory when current Treasurer vacates such position.

NOTES
ENTERTAINMENT COMMITTEE

Job Description: The purpose of this committee is to see that those attending the EPAF Annual Meeting find time to relax and enjoy meeting with colleagues in an informal setting. Some of this planning can be done in conjunction with the Hospitality Committee Chair.

Job Duties:
- Work with Facilities Chair to determine special theme nights. Help secure a band for dancing (if desired).
- Coordinate with EPAF Board any special events in the area that members might like to attend.
- Coordinate with Hospitality Chair any overlap in responsibilities

SUGGESTED TIMELINE

March–June
- Coordinate with Facilities Chair any special equipment, supplies, room, etc needed for any special theme nights.

June – July
- Contact Registration Chair for posting on the EPAF website any special events/theme nights taking place during the EPAF Annual Meeting.

September
- Distribute flyer advertising special events/entertainment.

NOTES
EQUIPMENT COMMITTEE

Job Description: The responsibility of the Equipment Committee is to see that all Association Presidents, and Meal Function Coordinators have the necessary audio and visual equipment for their meetings and/or functions.

Duties:
- Work with the Facilities Chair to see that all functions are covered either by use of hotel equipment or by bringing in equipment from outside.
- Work with the Abstract Chair to see that there are an adequate number of laptops and LCD projectors to load power point presentations.
- Contact other presenters to see what special equipment they might need.

It is advisable to have someone in the local area serve as the Equipment Committee Chair, or have a local contact on the committee for any backup equipment at the last minute. Recruit a chair-elect for this committee.

SUGGESTED TIMELINE

March:
1. During site visit, check each room to see if it has a retractable screen that can be used.

June:
1. Contact EPAF Facilities Chair to get a list of room assignments and functions for those rooms.
2. Begin contacting Meeting Function Coordinators/ Association Presidents, etc to see what special equipment they will need.
3. Send out Equipment Request Form.

July:
1. Work with Facilities Chair to see what equipment the hotel is providing. The hotel usually provides a large screen for ballroom, podium, microphones, lavaliere microphones, and stands. Equipment Chair and EPAF usually furnish screens, projectors, extension cords, etc that are used in the breakout rooms, with the exception of Abstracts – the Abstract chairs coordinate all necessary equipment needed in each of the five rooms.

August:
1. Finalize all equipment needs with speakers, Meeting Function Coordinators, Facilities Chair, Association Presidents, etc.
2. Work with Facilities Chair to ensure there is a storage room for all of the equipment.

September:
1. Let all EPAF Board members and hotel personnel know that you and the Facilities Chair are the contact for any additional equipment needs not already contracted for. It is the responsibility of the Equipment Committee Chair to see that all the equipment for the breakout rooms is placed there in a timely fashion.
Extension Professionals Association of Florida
Professional Improvement Meeting &
Administrative Conference

Audio/Video Equipment Request Form

Function Coordinator:______________________________________________

Function:________________________________________________________

Day & Time:______________________________________________________

Location:_________________________________________________________

Equipment Request:
1.________________________________________________
2.________________________________________________
3.________________________________________________
4.________________________________________________

Please Return this Form by ____________ to:
FACILITIES COMMITTEE

**Job Description:** The purpose of the EPAF Facilities Committee is to select, negotiate, and secure an appropriate site for the EPAF Annual Professional Development Meeting and Administrative Conference.

The chair of this committee is responsible for negotiating a workable contract with the hotel for the benefit of the EPAF Board of Directors and the five professional associations that fall under the board’s leadership.

The Facilities Chair becomes the main contact with the hotel on any thing having to do with the annual meeting.

For the benefit of this Operating Manual, it is advisable that anyone considering undertaking the Facilities Chair position, begin looking for an appropriate location 18 months to two years out. The length and size of our annual meeting dictates a larger general session area for meals and only 5-6 smaller breakout areas that can accommodate 75-100 people.

**Job Duties:**

- Locate several hotels/sites appropriate for the EPAF Annual Meeting. Prepare presentation for board members.
- If feasible, EPAF Chair and Facilities Chair should negotiate a contract with the approved hotel.
- Work with previous year’s Facilities Chair to help move the process forward.
- Secure a copy of the previous year’s hotel contract and meal counts to use in negotiating the contract.
- Set up a direct billing and master account with the hotel. EPAF Treasurer can provide you with necessary information. In fact, in some instances their signature is required on the Direct Billing Account.
- Negotiate meeting and meals for approximately 350-400 people.
- Select menus for the 8-11 meal functions, determine the price of each meal, and what it includes.
- Negotiate prices of breaks.
- Negotiate the cost of AV equipment and what we are allowed to bring in.
- Secure a suite for hospitality.
- Determine how many rooms and up-grades are allowed based on room nights. Room nights have been averaging 400 for the entire meeting.
- Get rate for internet connectivity, if required by speakers or for breakout sessions.
- Work with the five Association Presidents in room set-up for membership meetings. Coordinate with Equipment Chair as to any special equipment needs.
- Coordinate with Registration Chair the registration numbers and meal counts.
- Arrange for ticket takers from each of the five associations to collect tickets during appropriate meal functions.
- Coordinate with Dean’s Liaison on the administrative portion of the annual meeting.
- Work with each of the Award Chairs/Presidents from the five associations in arranging hotel rooms for special guests.
- Work with Sponsorships Chair in making sure all sponsors, vendors, etc. have a hotel room (if applicable).
- Work with Poster Session Chair is securing a location and number of tables needed for the Poster Session.
- Work With Auction Committee Chair in seeing that there are sufficient tables around the perimeter of the ballroom for the auction items. Secure room for Auctioneer (if necessary).
- Work with hotel contact/chef to see if they can provide for any special dietary needs. Must be reasonable in requests.
- Give hotel contact the final meal count and registration numbers week prior to meeting. Give final up-date Friday before meeting begins.
- Arrange with hotel to have a final pre-con meeting the morning prior to meeting starting. This is the chance to ask any last minute questions and meet the hotel contacts for the various functions.
- Keep EPAF Board apprised of any changes in scheduling, etc.
- Continue to communicate with various chairs and hotel as to any unexpected requests.
• Meet with Treasurer and hotel staff to settle final bill.
• Work with hotel registration staff for number of complimentary rooms and VIP upgrades.
• Negotiate with hotel on any outside food being brought in other than in hospitality suite.
• Contact appropriate person about getting ice delivered to hospitality suite.
• Be available during annual meeting for any “troubleshooting” that might become necessary.
• Work with hotel on hosting the EPAF Board of Directors Mid-Year Meeting – usually in March. Negotiate room rates, meeting space and lunch arrangements.
• Pass on Facilities Chair notebook to next person. This has samples of contracts, BEO’s, and samples of menus and prices.
• Arrange for breakout room signage with the hotel on a day-by-day basis.
• Work with hotel on any AV equipment that will need to be rented from them.
• Secure space in hotel for any exhibitors that don’t go through Poster Session or Sponsorships for exhibit space. (example: IFAS Bookstore).
• Work with Dean’s Liaison for any special exhibits/reception they may want to have at a specified time.
• Try to accommodate all special requests for meeting space, exhibit space, etc.
• Work with hotel contact on securing a locked room for the storage of computers, auction items and other miscellaneous equipment. The Facilities and Registration Chairs are typically the only ones who have the key(s) to this room.
• Work with EPAF Board of Directors and any special committees in seeing that the overall annual meeting runs smoothly.

**SUGGESTED TIMELINE**

**December:**
1. Discuss with EPAF Board the location of the next year’s meeting and any scheduling conflicts that might occur.
2. Set date for Mid-year Meeting – recommends March for site visit.
3. If contract has not been signed, discuss any concerns or issues that have come up in conversation with the hotel.
4. If site for the following year is being considered, entire board hears presentation, and offers any suggestions, and approves location for the next meeting.
5. It is the Facilities Chair responsibility, throughout the year, to answer any questions for the next year’s meeting as well as handling the current meeting.

**January-February:**
1. Send out notice to EPAF Board on selected date for March site visit. Send directions to the hotel as well as confirming those that will be coming in the night before so that rooms will be reserved in their name. It is up to the Facilities Chair to make the reservations for those needing a room.

**February-March:**
1. Send out notice of who is coming to the March site visit and the tentative plan – such as lunch being provided by hotel or on our own, tentative time for tour of hotel, and meeting the hotel contact. Coordinate with EPAF Chair in planning time on the agenda for hotel tour, etc.
2. Communicate any other information the board might need to know concerning the site visit.

**March**
1. Meet with hotel contact to confirm the board’s site visit and time for hotel tour.
2. Confirm board meeting location with hotel – name of room.
3. Confirm number of hotel rooms being used during site visit.
4. Have sample of menus available for board’s perusal. The cost of the meals is traditional what determines the registration cost.

5. Send cost of meals to Registration Chair for inclusion in registration packet.
6. Coordinate with Awards and Program Book Chair the location of all meetings and meeting schedule.
7. Discuss with EPAF Board possible room set ups for all of the meal functions and breakout rooms.
April-June
1. Work with Registration Chair to verify meal cost.
2. Communicate with EPAF Chair frequently on the status of planning and preparation.
3. Send out e-mail to association Award Chairs and Sponsorships Chair reminding them to let you know if any of their special guests will need a room and what meals they will be attending.
4. Verify with Registration Chair any changes to registration cost before information is posted on the website.
5. Confirm with Treasurer and hotel that direct billing account has been established.
6. Confirm with hotel that Master Account has been established.

July-August
1. Communicate with hotel any additional meeting request that has been received. Such as any additional meeting rooms, equipment, etc.
2. Coordinate with Share Fair Chair the number of exhibits that have registered and number of tables that will be needed.
3. Send final room assignments and a map of hotel floor plan to Awards and Program Book Chair for printing purposes.
4. Communicate and confirm with all Committee Chairs of any changes, additional equipment needs, room set up, etc. This information will then need to be conveyed to the hotel contact.
5. Remind all concerned the importance of registering special guests.

August-September
1. After registration deadline, get weekly updates as to hotel reservations. This is to ensure the contracted room nights are met. Work with hotel if the need arises to reduce the block or open up more rooms.
2. Begin receiving weekly meal count updates from Registration Chair. Also, get special meal requests.
3. Verify all equipment needs with the Equipment Committee Chair and the Association Presidents.
4. Verify and sign all of the hotel BEO’s. These will verify what has been contracted for. There will be a BEO for each function throughout the weekly meeting.
5. Confirm with Dean’s Liaison any additional requests for the Dean’s Administrative Session.
7. Give hotel contact list of names that will go on the Master Account and their arrival and departure dates. Also confirm the “comped” rooms and any upgrades allowed because of room nights being met. “Comped” refers to rooms that the individual does not pay for – does not necessarily mean “comped” by the hotel. Typically EPAF Chair, Registration Chair, Facilities Chair and Treasurer’s rooms are comped for the conference.

September
1. Give final meal counts to hotel week before meeting is to begin. This includes the number and type of special meals.
2. Confirm all meeting times and room set up with the hotel.
3. Be available when Registration Chair arrives, and assist in help with registration set up.
4. Facilities Chair is the direct contact with the hotel. Remind EPAF Board that any changes to the meeting schedule, time, any set up concerns, etc., need to be handled through the Facilities Chair.
5. Work with Meeting Function Coordinators to insure that they have everything they need for their meeting to run smoothly.
6. Attend pre-con meeting with hotel and EPAF Chair the morning prior to meeting beginning.
7. Work with hotel contact on finalizing final hotel bill as to hotel rooms on the master account, and all equipment charges.
8. Sign bills at end of day for all meeting functions that took place. Please look over carefully to make sure they are correct.
9. On last day of meeting, arrange to meet with EPAF Treasurer and hotel billing personnel to finalize the bill and make arrangements for payment.
HOSPITALITY COMMITTEE

**Job Description:** This committee is to provide a place for relaxation and camaraderie after a day of business and work.

**Job Duties:**
- Coordinate with Facilities Chair a Hospitality Suite to be used throughout meeting.
- Work with Facilities Chair and hotel to ensure that ice is available during hours room is open.
- Coordinate with Awards and Program Book Chair for times to be listed in program that hospitality room will be open.
- Make arrangement for music (if available).
- Announce hospitality hours at various functions during meeting.
- Purchase all supplies and set-ups
- Submit any bills to EPAF Treasurer.
- Establish Theme nights (if appropriate).

**SUGGESTED TIMELINE**

**December:**
- Establish Hospitality Suite’s availability at meeting with Facilities Chair.

**March:**
- Tour Hospitality Suite during site visit for arrangement of room.

**July-August:**
- Confirm with Award and Program Book Chair times for Hospitality Room.
- Confirm that Hospitality Suite has separate bedroom for Chair.
- Check with Facilities Chair on any last minute requests.
- Arrange for music.

**September:**
- Purchase supplies.
- HAVE FUN!!!
- Submit any bills to EPAF Treasurer

**NOTES**
EPAF ISSUES COMMITTEE

Job Description: Provide leadership in communicating issues and concerns to Extension administration. This effort is coordinated by EPAF and includes member of the five professional associations in EPAF. This overall effort has been identified as the EPAF Issues Committee.

Job Duties:
- Represents county faculty concerns compiled through several methods including questionnaires, issue sessions, association board meeting, committees, individual testimony by faculty members, and informal conversations.
- Proposes to jointly work with administration in achieving solutions. This collaborative effort is particularly important because the associations have the ability to facilitate open communication between faculty and administration in dealing with issues before they reach crisis and destructive levels.

SUGGESTED TIMELINE

October – November:
- EPAF Board of Directors will appoint the chair of the committee and each association President will appoint representatives to the committee.
- Welcome committee members and outline expected duties and timeframe.

December–August:
- Conduct ongoing appropriate communication with committee members, administration, association officers, membership, and others. Will hold face–to–face meetings as needed.

July:
- Plan to meet with Dean of Extension in July or early August to prepare final report for EPAF annual meeting in September.

September:
- EPAF Issues Committee members report to each of their respective association the progress of this committee, and gather additional input from membership to take back to the committee for further meetings with the Dean of Extension.

NOTES
PAST PRESIDENTS COMMITTEE

Job Description: The purpose of the Past Presidents Committee is to add some continuity to the EPAF Board of Directors. This committee is made up of the immediate past presidents of each of the five (5) professional associations, other than the current EPAF Chair.

Job Duties:
- Committee shall elect its own chair to serve one year.
- This committee shall advise the FAEP chair.
- Responsible for Installation of Officers at specified meal function.
- Responsible for the evaluation of immediate past conference.
- Make recommendations for any needed changes/amendments to the Constitution and Bylaws after annual review.
- Responsible for establishing criteria for recognition of award recipients during DSA Banquet.

SUGGESTED TIMELINE

December:
- Elect Chair of Committee.
- Select person to be responsible for Installation of Officers and award recognition at DSA Banquet.
- Establish time to review Constitution and Bylaws for any recommended changes.

March:
- Bring any recommended changes/amendments before EPAF Board of Directors.
- Establish deadline for award winners/association presidents to have biographical sketches of award winners to Past President’s Chair.

June-August:
- Coordinate with appropriate association president, to finalize schedule for Installation of Officers.
- Coordinate with Facilities Chair any special equipment needs for Installation of Officers.
- Coordinate with Facilities Chair, Awards & Program Book Chair, and appropriate association president time for practice and recognition procedure.
- Notify association Award Committee Chairs of order of presentation during DSA Banquet.

September:
- Notify association officers of schedule for installation and where they are to sit. Practice may be at same time as award winners.
- Notify award winners schedule of practice and format of program for evening.
- Finalize any changes in script.

NOTES
PHOTOGRAPHY COMMITTEE

**Job Description:** The purpose of the Photography Committee is to ensure that award winners have their picture taken for publicity in their home county. If possible, it is suggested that pictures be taken throughout the conference to highlight different aspects, such as the Share Fair, Association Meetings, meal functions, and peer interactions.

**Job Duties:**
- Work with Facilities Chair in securing a photographer. At past meetings, the photographer has been local. However, recently the photographer has been from the University.
- Confirm with photographer times he/she is to be present during meeting.
- Confirm with Facilities Chair where pictures will be taken, notify photographer of location.
- Once photographs are received, they are to be either given out or mailed to the recipients.
- Send any bills to EPAF Treasurer.

**SUGGESTED TIMELINE**

**March-April:**
- Work with EPAF Board in securing a photographer.
- Accept bids for work to be done.
- Select photographer.

**June-July:**
- Finalize the schedule for pictures.
- Notify Program Committee Chair of schedule for inclusion in Awards and Program Book.

**September (at conference):**
- Select location for pictures.
- Announce at meal functions when and where pictures for all award winners will take place.
- Work with photographer in identifying the individuals.
  
  **(after conference)**
  - Mail pictures (if necessary) to the award winners.
  - Submit any bills to Treasurer for payment.

**NOTES**
PROFESSIONAL DEVELOPMENT TOURS COMMITTEE

Job Description: To provide brochures, maps, etc, of points of interest in the area where the annual meeting is being held. The Chair of this committee is usually someone local that can provide information on the area, such as shopping, restaurants, golf courses, museums, etc.

Job Duties:
- Contact local Chamber of Commerce or Visitors and Convention Bureau for pamphlets and brochures to put in registration packets.
- Develop a list of interesting things to do and see in the area to be posted on the FEAP website.
- Provide directions and any additional information, if possible.

SUGGESTED TIMELINE

March:
- Have tentative list of points of interests for discussion at meeting.

June - August:
- Develop list to be added to website. This should include any cost, driving distance from hotel, etc.
- Gather information and deliver to Registration Chair to be inserted in Registration Packets.

September:
- Answer any questions on area as they arise.

NOTES
REGISTRATION COMMITTEE

**Job Description:** The purpose of this committee is to develop and distribute the EPAF registration packet to all IFAS faculty inviting them to attend the Annual EPAF Professional Meeting and Administrative Conference. This committee will also handle all incoming meeting registrations and report meeting figures to the appropriate committee chairs.

It is advisable that this committee has a chair-elect in place to assist with any registration needs. The chair-elect needs to be someone that is in close proximity to the current chair for collaboration purposes.

**Job Duties:**

- Determine with Facilities Chair and other Board members the cost of annual meeting registration.
- Determine with Facilities Chair location of the Registration Table.
- Determine software program to be used, and determine “on-line” banking program to use.
- Set date that registration information will be distributed to IFAS faculty.
- Coordinate with Retiree’s Committee Chair the mailing of special registration packet to retirees.
- Post all registration information on the EPAF website, or delegate this assignment to someone else.
- Coordinate with Facilities Chair cost of each individual meal function for inclusion for separate ticket purchases.
- Coordinate with Sponsorships Chair, and the five association Awards Chairs/Presidents the registration of any special guests.
- Secure permission to purchase name badge holders, etc. Purchase appropriate number.
- Work with IFAS media in the purchasing of name badge holders and the printing of the name badges for attendees. **The Registration Chair has the authority to approve the graphic design for the name badges.**
- Notify the EPAF Awards and Program Book Chair the times the Registration Desk will be open.
- Registration area serves as a holding area for auction items.
- Registration area serves as an area for posting messages.
- Registration area serves as “information booth”.
- Work with Dean’s Liaison with any special guests that might be attending from Administration.
- Send out e-mail reminders about the approaching deadline.
- Design and print meal tickets for inclusion in registration packet.
- Compile registration packets to hand out at the annual meeting
- Coordinate with the Awards and Program Book Chair when booklets will be delivered to either Registration Chair or the Registration Desk.
- Secure additional help (2-3 individuals) to help during registration hours.
- Deliver all registration monies to the EPAF Treasurer.
- Submit any bills to the Treasurer for payment.
- Handle “on-site” registrations at the annual meeting.
- Work with the Facilities Chair to determine the number attending meeting and attending each of the meal functions.
- Work with the Facilities Chair to secure a house phone and Internet capabilities at the registration desk.
- Report final meeting numbers to EPAF Chair and other Board members.
- Provide a final copy of registration cost per association to each of the five professional associations for reimbursement to EPAF. This includes expenses for special guests and award winners.
- Provide the EPAF Board a list of those faculty members requesting refunds. If the refund request was sent prior to the printed deadline for refunds, the EPAF Registration Chair has the authority to process those refunds through the Treasurer.
- Handle any questions that might arise during the course of the registration process.
- Registration desk needs to have a map of the hotel available for any questions as to location of workshops, etc.
- Have cash on hand for any “on-site” registrations.

- Generate receipts for inclusion in the registration packets.
- Have general office supplies on hand as well as computer and printer.
- Work with Professional Development Tours Committee for any information they might want included in registration packet.

**SUGGESTED TIMELINE**

**December:**
1. Provide the EPAF Board with final evaluation of the registration committee and offer any suggestions for improvement for next year.

**March:**
1. Determine on-line banking company that will be used.
2. Notify the Awards Booklet Chair times registration desk will be open
3. Coordinate with Facilities chair location for registration desk and number of chairs and tables needed.
4. Determine registration cost (if possible).

**May-July:**
1. Design and post on website the EPAF Registration Packet *(should be on-line by end of June).*
2. Work with Retiree’s Chair in developing registration packet for retirees. Will need to have individual meal costs for their packet. Determine who will mail retirees registration packet.
3. Notify appropriate awards chairs and Sponsorship Chair that they need to register all special guests through the website.
4. Line up additional people to help at registration table.
5. Begin sending any monies collected to Treasurer.
6. Purchase name badge holders.
7. Work with IFAS media in the designing and printing of the name badges.

**July-August:**
1. Design and print meal tickets for inclusion in registration packet.
2. Continue to register meeting attendees, and generate receipts.
3. Begin sending initial numbers to Facilities Chair and other board members.
4. Send out reminder e-mail about registration deadline.
5. Continue to send any monies to Treasurer.
6. Answer any registration questions as they arise.
7. Process any refunds requests that have been received.
8. Send any special dietary meal requests to Facilities Chair.

**August-September:**
1. Compile registration packets to hand out at annual meeting.
2. Give final meal counts and total meeting numbers to Facilities Chair the week before the meeting.
3. Keep folder of any refund requests for board approval (if necessary).
4. Final e-mail to appropriate persons for registering special guests.
5. Compare with Facilities Chair the names of special guests registered and hotel registrations.
6. Give Retirees Chair names of retirees and their spouses attending the meeting.

**September:**
1. On Friday prior to meeting, give any updated numbers to Facilities and EPAF Board Chairs.
2. Distribute registration packets at appointed times during the annual meeting.
3. Have printout of all paid registrations.
4. During meeting collect any unpaid registrations.
5. Handle any “on-site” registrations.
6. Work with Treasurer in billing appropriate association for any meeting expenses that went on the master account.
7. Coordinate with Facilities Chair to have meals delivered to those working the registration
desk during meal functions.
8. Submit any bills for payment to Treasurer.
9. Sell additional meal tickets as long as space allows. Give any variance in count to Facilities
Chair.
10. Take up evaluations at end of conference.
11. At post board meeting – present before the board any request for refunds.
12. Make notes for next year’s meeting as what needs to be changed.

NOTES
RETIREE’S COMMITTEE

Job Description: This committee is made up of extension retirees who help organize the Retiree’s Luncheon at the annual meeting. This committee can help identify potential donors, speakers, etc for the meeting. They also help maintain a historical perspective of the EPAF Annual Meeting.

Job Duties:
- Work with Registration Chair in developing the Retiree’s Registration Packet.
- Work with IFAS Personnel and the EPAF Registration Chair in compiling an up-to-date mailing list of retirees.
- Chair of Retiree’s Committee should write an introductory letter to all retirees that is included with the registration packet.
- Work with the Facilities Chair in determining the registration cost to retirees. Typically their cost is per meal unless they choose to attend the entire meeting.
- Facilitate the Retiree’s Luncheon - introducing all retirees and their spouses. Recognizing any special accomplishments, etc over the past year.

SUGGESTED TIMELINE

March–June
- Identify the person that will facilitate the Retiree’s Luncheon.
- Compile an up-to-date list of retirees with current addresses.
- Write introductory letter.
- Determine meal costs.

June–July
- Work with Registration Chair in getting all registration information (hotel, tours, directions, cost, etc).
- Mail out registration packet – this can be done in cooperation with the Dean’s office.
- Work with Dean’s Liaison for Retiree’s Meeting with the Dean – coordinate time, topic for discussion, and refreshments (if any).

August – September
- Get names of retirees and their spouses that are registered for EPAF meeting. Can get these from Registration Chair.

September (during meeting)
- Get with Association President in charge of Retiree’s Luncheon to coordinate times, introductions, special presentations, etc.
- Work with Dean on Retiree’s meeting.

NOTES
POSTER SESSION COMMITTEE

Job Description: The purpose of this committee is to provide a time dedicated to showcasing new and exciting information on new technology or programming being conducted by IFAS faculty and association members. A specific time is set aside whereby tabletop and freestanding exhibits are on display. The exhibitors are not only IFAS faculty, but commodity groups, as well.

Job Duties:
- Coordinate with Facilities Chair an area for the Poster Session. Determine the time and number of spaces/tables that will be available. These are on first come/first serve basis.
- Coordinate with Sponsorship Chair on any space needed for vendors/meeting donors.
- Send out e-mail to all faculty encouraging them to submit a proposal for the share fair. This e-mail will include an entry form requesting brief description of exhibit, and any special requests such as electricity.
- Sends out acknowledgement to all participants.
- Confirm with Facilities Chair the number of exhibits and their location.
- Coordinate with Dean’s Liaison any special vendors or exhibits coming in.
- Prepare signage for exhibit.
- Select a chair-elect.

SUGGESTED TIMELINE

March-June:
- Determine location at hotel and number of spaces available.
- Send out e-mail requesting participation in Poster Session setting deadline for entry forms to be returned.
- Post information and entry form on website.

June-July:
- Confirm with Sponsorship Chair any sponsors/donors/vendors setting up exhibits in the Poster Session.
- Confirm with Program Book Chair the times of the Poster Session.
- Notify anyone on a waiting list.

August:
- Notify exhibitors that they are responsible for bringing all of their own equipment such as a/v equipment, extension cords, easels, etc.
- Confirm with Facilities chair the number of tables needed for the Poster Session.
- Make signs.

September:
- Put signs on table where each exhibitor is to be setting up.
- Be available during the set up and break down times to answer any questions and to “troubleshoot” if necessary.
- Write thank you notes to all of those that participated in the Share Fair.

NOTES
(Example)
Extension Professional Associations of Florida
Invites all Extension Faculty to Participate in

INNOVATION STATION
You are invited to be involved in EPAF’s Poster Session. This provides you an opportunity to showcase your unique and creative educational programs and/or technologies that you are using. Poster sessions/table top displays is the format for the Innovation Station. (Space is limited to only 25 tables, therefore, exhibits will be chosen on a first-come, first serve basis. The registration deadline will be strictly enforced).

Registration Deadline: Saturday, August 16, 2003
Cost: *Free to Association Members, $20 for Non-Association Members*
Table Space: 1 - 6" table per exhibitor (Tables will not be set-up in a large room as before, they will be set-up in the hallway.)
Date & Time Information: Wednesday, September 10 - 8:00 AM to 2:00 PM

Exhibit Set Up: 7:00 AM to 8:00 AM

To reserve a space, return this form by the deadline:
Sonja C. Crawford, Hendry County
PO Box 68
LaBelle, FL 33975-0068
Phone: (863) 674-4092
Fax: (863) 674-4099
E-mail: sycr@mail.ifas.ufl.edu

NAME ________________________________ COUNTY/DEPT/CENTER ________________________________

ADDRESS ________________________________

PHONE ___________________ FAX __________________ E-MAIL __________________

TITLE OF EXHIBIT ____________________________

ASSOCIATION MEMBERSHIP (FAE4-HA, FACAA, ESP, FANREP, FEAFC5)

BRIEF DESCRIPTION OF EXHIBIT

*EXHIBIT REQUIREMENTS: Space is limited to 1-6 foot table per exhibitor. Indicate below, if you need a table, an electrical outlet and/or space (how much) for a free standing exhibit.

*NOTE: Any AV equipment, extension cords, easels, poster boards, tape, push pins, etc. must be provided by exhibitor. Phone lines for Internet connection are very expensive and are not guaranteed to be filled; in the event that it is approved, the exhibitor must pay the usage fee in full prior to the conference.
SPEAKERS COMMITTEE

Job Description: The purpose of this committee is to identify, recruit, and secure, motivational and exciting speakers that will not only hold one’s attention, but convey a strong message that relates to the mission and vision of extension.

Job Duties:
- Identify qualified speakers to EPAF Board of Directors.
- Secure Board approval before confirming speaker.
- Negotiate a speaker’s fee and other expenses with speaker.
- Register speaker with Registration Chair.
- Notify Facilities Chair of room nights and meals for speaker.
- Arrange for transportation to and from airport (if necessary).
- Give Awards and Program Committee Chair a written biographical sketch of speaker to include in the program.
- Introduce speaker at appropriate time.

SUGGESTED TIMELINE

March – June
- Identify several potential speakers and present their name and qualifications to the Board of Directors.
- Once approval has been given, secure the selected speaker and begin negotiations as to a speaker’s fee and related expenses.

July-August
- Register speaker with the Registration Chair for number of days and meals.
- Coordinate with Facilities Chair a room for speaker – number of nights.
- Secure biographical sketch from speaker to give to Awards and Program Book Chair.
- Give any special equipment needs to the Equipment Chair and Facilities Chair.

September
- Arrange for transportation to and from airport (if necessary).
- Introduce speaker at appropriate function.
- Submit any bills to the Treasurer for payment.

NOTES
EPAF SPONSORSHIP COMMITTEE

Job Description: This committee is responsible for soliciting and obtaining sponsorships for the EPAF Annual Meeting. The committee works with the Treasurer and Chairs of the Program, Facilities, Registration, and Poster Session Committees.

Job Duties:
- Send out letters to potential sponsors, and follows up with personal phone calls.
- Coordinate recognition of sponsors with the association presidents of each meal.
- If necessary, coordinates the participation of sponsors at annual conference.
- Coordinate with Facilities Chair and Registration Chair any rooms or meals for sponsors.
- Coordinate with Facilities Chair and Poster Session Chair any space that might be needed for exhibits.
- Coordinate with Awards and Program Book Chair to ensure that the names and levels of sponsorships are included in the booklet.
- Send thank you notes to sponsors after the conference thanking them for their support, or can be delegated to specific board members to write thank yous.
- Work with EPAF Treasurer to ensure that funds have been received and deposited.
- Recruit Chair-elect.

SUGGESTED TIMELINE

September-November:
- Review and update potential sponsors contact list.
- Send out thank you notes to sponsors.

December:
- Contact Program Chair to confirm deadline for printing/sponsorships information.
- Send out letters to potential sponsors with July or earlier as a deadline for sponsoring portion of conference.

January - July:
- As it is received, send sponsorship money to EPAF Treasurer.
- Contact Facilities and Poster Session Chairs to confirm number of booths needed and/or floor space.
- Contact Facilities and Registration Chairs if rooms and meals are needed for sponsors.

February:
- Follow up with personal phone calls to potential sponsors – may need to send follow-up letter.

July-August:
- Confirm with Programs Chair deadline, and send information for printing in program.
- Send Programs Chair any graphics/logos.
- Continue to send money to treasurer as it is received.

September:
- Confirm with Facilities and Poster Session Chairs final number of booths/exhibits being used by sponsors.
- Confirm with association presidents correct titles, etc of sponsors to be recognized at the various meal functions.

NOTES
SUGGESTED MEAL FUNCTION RESPONSIBILITIES
EPAF

Opening Session: Presiding President
- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts.
- Turn Tickets into the Registration Desk
- Does a Welcome to the Conference – and introduces any special guests – such as national district directors, keynote speakers, etc. Presiding President gets with other association Presidents to confirm special guests.
- Introduces the EPAF Board Chairs
- May provide Thought for the Day
- Make any “housekeeping” or room change announcements.
- Introduces entertainment – if applicable.

Awards Breakfast: Presiding President
Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her
- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts.
- Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Introduces guest speaker (if one) or assign someone to do the introductions
- Informs Association Presidents ahead of time as to the order of the Award presentations. May want award announcers (usually one per association) to sit up front – announce for award recipients to line up along the wall before time for their association’s awards.
- Work with Facilities Chair to have table for awards in front/side of stage. Have someone for each association held hand awards to presenter or recipient.
- Makes any “housekeeping” or other general announcements

Retiree’s Luncheon: Presiding President
Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her (if a guest speaker)
- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts.
- Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Work with ESP person for collaboration on the Memorial Service and introduction of Retirees present
- Makes any “housekeeping” or other general announcements

DSA Banquet: Presiding President
Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her (if a guest speaker)
- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts.
- Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
• Work with Award Presenters as to the order of presentation – also remind them not read verbatim from program book but to summarize in their own words the Award Recipient’s accomplishments – keep presentation to 90 seconds.
• Check with Dean to see if he will present the Awards to recipients.
• Work with Past President’s Committee on the practice session and reserving tables (facilities chair will handle reserving tables with hotel) and processional for award recipients.
• Need to have enough chairs on or beside the stage for the presenters to sit.
• Work with Facilities Chair for table to place awards at front/side of stage
• Work with Past President’s Committee on Officer Installation –
• Make any “housekeeping” or other general announcements

**FACAA & FAE4-HA Breakfast:**
- Confirm 2 ticket takers for each breakfast and turn into Registration Desk

**Friends of Extension Luncheon: Presiding President**
**Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her (if a guest speaker)**
- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Work with Association Presidents to get names of who is presenting the FOE Awards – work with Facilities Chair on number of tables to reserve

**Dinner and Auction:**
- Facilities Chair solicits 2-4 ticket takers for the dinner – turn tickets into Registration Desk.
- Facilities Chair works with Auction Chair for number of tables needed for both live and silent auction

**Administrative Breakfast:**
- Facilities Chair solicits 2-4 ticket takers for breakfast – turn tickets into Registration Desk
- Facilities Chair works with Dean’s contact on AV equipment and special room set-up, if any.