Governing Policies
For
Extension Professional Associations of Florida

The EPAF Board of Directors is made up of President and President-elects of the five (5) professional extension associations: FACAA, FEAFCS, FAE4-HA, FANREP, & ESP, Chairs of the Standing Committees, Treasurer, Immediate Past Presidents and the administrative liaison.

The voting delegates for EPAF are the President and President-elect of the five (5) professional extension associations. The Chair of EPAF will vote only to break ties.

The Chair for the current year is the immediate past president of his or her professional association.

The officers of EPAF are Chair, Chair-elect, Secretary, and Treasurer.

The fiscal year of EPAF is January 1 to December 31.

Meetings of EPAF are held in December, June and the Annual Conference in September. A site visit is usually scheduled in March of the conference year.

Standing Committees of EPAF are:
- Facilities
- Registration
- Program Booklet
- Sponsorships
- Auction
- Photography
- Equipment
- Retirees
- Poster Session
- Entertainment
- Hospitality
- Speakers
- Abstracts
- Professional Development/Tours
- Budget/Audit
- Issues

Chair of EPAF appoints committee chairs such as Facilities and Registration. These committee chairs should ideally be in place 12-18 months out from annual conference.
Board members attending EPAF Board Meetings are to be reimbursed at $.29 per mile, ½ their room rate and $21.00 for evening board dinner. (12/05)

Registration Committee Refund Guidelines – Start of conference will be opening day.
  • After early registration deadline, all refunds will be less a $50.00 fee. (12/05)
  • Refunds within one week prior to conference will be reduced by 50% (12/05)
  • Once conference begins, no refunds will be given. (12/05)
EPAF Board of Directors must have request in writing for a refund to be given. (9/96)

Speaker fees should be around $2000.00 (3/99). Not to exceed $5000.00 (3/01)

Second signature added to checking account – will be an either/or signature required (12/95)

EPAF will pay for New Agent Orientation Hospitality 9/99)

The association in charge of current year’s meeting is to appoint an Audit Committee to audit the EPAF books (12/95)

EPAF pays for the Chair or designee to attend PILD. Chair of EPAF coordinates the Florida delegation to PILD. If chair cannot attend he/she appoints a replacement.

EPAF will pay cost of rooms (if not part of contract) at conference for Conference Chair, Facilities Chair, Registration Chair, Hospitality Chair, and Treasurer (1/00) these are usually taken care of by complimentary room nights

A quorum of voting members must be present in order to transact any official business of the board (50% + one)

Responsibilities of all officers, and committee chairs, as well as a timeframe can be found in the EPAF Operating Manual

A twenty dollar registration fee will be charged to those not attending annual conference but coming just to set up exhibits, etc and not attending any meal functions (6/00)

All auction expenses are to be paid prior to any disbursement of funds to the associations. (1/00) (also mentioned several times in subsequent years.)

Two Hundred dollars is set aside annually as a discretionary fund for appreciation gifts, etc for board members (9/99)

EFAP Chair will coordinate with Dean’s office for PILD monies to help defray cost of conference delegation. This dollar amount may vary from year to year.