

# Tennessee Association of Agriculture Educators

## Officer Responsibilities

### TAAE President:

1. To publish four newsletters each year for TAAE members and to send copies of the newsletter to school administrators and CTE Directors.
2. To update the TAAE Constitution and By-Laws and the Program of Activities.
3. To develop a state Presidents Report for Region V Conference and NAAE Convention.
4. To attend Region V Conference and NAAE Convention as a TAAE Delegate.
5. To serve as a liaison for TAAE.
  - a. To serve as a member of the Tennessee FFA Alumni Council
  - b. To serve as a member of Tennessee State Department of Education Agriculture Division Joint State Staff
  - c. To serve as a member of the Tennessee FFA Board of Directors
  - d. To attend new teacher meetings and workshops to encourage new teachers to become members.
6. CTE Conference Responsibilities:
  - a. To develop Registration Packet for members.
  - b. To work with State Staff to Develop Programs for teachers.
  - c. To work the registration booth at CTE Conference.
  - d. To create and copy the TAAE Banquet Program.
  - e. To prepare an agenda for each business session.
  - f. To develop committee packets with instructions of items to consider.
  - g. To make arrangements for TAAE Auction Items to be delivered to Conference.
  - h. To secure the award sponsors for the TAAE Banquet.

### Current Sponsors Include (\$500 each):

- a. Outstanding Young Member – Tennessee Farmer’s Co-Op
- b. Outstanding Teacher – Farm Credit Services
- c. Outstanding Program – Learning Labs, Inc.
- d. Teacher Mentor – Tennessee Farm Bureau

### TAAE President (continued):

i. Send a conference reminder via email to include:

- \*State Department Demographic Form Old Teachers
- \*State Department Demographic Form New Teachers
- \*NAAE Demographic Form
- \*TEA Demographic Form
- \*TAAE New Member Form
- \*MTSU Parking pass
- \*TAAE Banquet details
- \*Registration Details (Dues & checkbook)

7. Tennessee FFA State Convention Responsibilities:

- a. To prepare agenda for each business session.
- b. To secure a TAAE booth for the FFA Trade/Career Show.
- c. To secure a room for the Teach Ag Rally.
- d. To oversee the judging of NAAE Award Applications.
- e. To make arrangements with the Collegiate TAAE Committee for program details.

# **Tennessee Association of Agriculture Educators**

## **Officer Responsibilities**

### **TAAE Regional Vice-Presidents**

1. To work with other officers to implement the POA.
2. To attend Region V Conference and NAAE Convention as a TAAE Delegate.
  - a. To serve as Tennessee representatives on Committees.
3. To serve as a liaison for TAAE.
  - a. To serve as a member of Tennessee FFA Foundation Board
  - b. To serve as a member of Tennessee State Department of Education Agriculture Division Joint State Staff
  - c. To attend new teacher meetings and workshops to encourage new teachers to become members
4. CTE Conference Responsibilities:
  - a. To appoint committee members for CTE Conference Committees.
  - b. To work the registration booth at CTE conference.
  - c. To secure door prizes for CTE Conference.
  - d. To present awards at the TAAE Banquet held during CTE Conference.
  - e. To provide teacher photos to State Department of Education for use in the State Directory.
5. State FFA Convention Responsibilities:
  - a. To send out reminders to regional award winner for applications to be due at State Convention.
  - b. To judge NAAE Award applications during Convention.
6. Order Regional Award Winner Plaques for Regional Banquets to include:
  - a. Outstanding Young Member
  - b. Outstanding Teacher
  - c. Teacher Mentor
  - d. Outstanding Program
  - e. Teacher Turn the Key
  - f. Outstanding Service
  - g. Lifetime Achievement

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## Officer Responsibilities

### TAAE Secretary:

1. To keep minutes at each meeting and prepare them for CTE Conference and State FFA Convention.
2. To maintain a secretary book that includes constitution bylaws, minutes of each meeting and revised copy of the POA.
3. To attend Region V Conference and NAAE Convention as a delegate.
  - \* Assist the President in developing the State Presidents Report.
4. CTE Conference Responsibilities:
  - a. Order TAAE Award Winner Plaques to be present at the TAAE Banquet at Conference.
    - \*Outstanding Young Member
    - \*Outstanding Program
    - \*Outstanding Teacher
    - \*Teacher Mentor
    - \*Teacher Turn the Key
    - \*Outstanding Service
    - \*Lifetime Achievement
    - \*Ideas Unlimited
    - \*Retiring President
  - b. To maintain necrology records and secure a member to present report at the annual banquet.
  - c. To forward the top 10 Ideas Unlimited to Mr. Loftis to be published on the Tennessee FFA website.
  - d. To send a news release of all TAAE award winners to local publications.
  - e. To contact local newspapers about the election of TAAE new officers and give a brief description of TAAE and its role in Agriculture Education.

# **Tennessee Association of Agriculture Educators**

## **Officer Responsibilities**

### **TAAE Treasurer:**

1. To maintain membership records.
2. To pay all dues to NAAE, TACTE, and ACTE in a timely manner.
3. To oversee all bank accounts.
4. To attend Region V Conference and NAAE Convention as a TAAE Delegate
  - a. Register all TAAE Officers for conference & convention.
  - b. Secure hotels for all TAAE Officers for conference & convention.
  - c. Issue reimbursement checks to TAAE Officers for travel.
5. CTE Conference:
  - a. To provide a treasurer's report at all meetings
  - b. To order watches for all TAAE members who are retiring
  - c. To oversee the "passing of the hat" for the Legislative and Benevolence Funds
  - d. To print Payment sheets for registration.
  - e. To print TAAE Banquet certificates:
    - \*30 Minute Club
    - \*Teacher of Teachers
    - \*Years of Service
    - \*100% Districts
  - f. To provide a budget to be reviewed at CTE conference for the upcoming year.
  - g. To make books and records available for the Auditing Committee at CTE Conference.
6. To request funding from TEA for State Presidents Travel.

