



WAAE PRESIDENT ELECTION MEMORANDUM OF UNDERSTANDING

Board members interested in running for President-Elect need to submit the form no later than June 1 to the WAAE office. (Form attached)

The position of President is essentially a three-year term. The first year serving as President-Elect, the second year serving as President, and the third and final year serving as Past-President. There are a few responsibilities after your three year term is complete which involve serving on the evaluation team for the WAAE Executive Director and as a member of the Wisconsin FFA Center Board.

APPROXIMATE TIME AND TRAVEL COMMITMENTS:

June

- Attend Regional Conference – 3 to 4 days depending on six state location. This conference rotates through the following states: Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, and Nebraska. This conference is typically the third week of June. Travel and registration costs are the responsibility of the board member.
- WAAE Professional Development Conference – 5 days typically the last week of June. This is the conference that the Board President would be the president of. Currently takes place in Appleton, Wisconsin. Board member would need to stay at the conference hotel from Sunday until Thursday. This is the week where the elections for Board President are held.
- As state President (year 2 of term) attend State FFA Alumni council meeting and attend their business session to provide a report on behalf of WAAE. Serve as a member of the FFA Alumni board

July

- Attend Farm Technology Days as an association representative and serve as an exhibitor at the association education display

August

- Coordinate and facilitate Board training retreat. Typically one day at a central state location.
- Assist in coordinating back to school newsletter for all members

September

- As state President (year 2 of term) attend State FFA Alumni council meeting one day on weekend and serve as a member of the Board

November

- Coordinate and assist at the fall annual DPI inservice – This is a one day meeting held regionally throughout the state. You are only asked to attend the one in your region
- Attend Fall Board meeting which is held in conjunction with the FFA leadership program. This is a two-day meeting (Friday-Saturday); day one includes WI Team Ag Ed and WI FFA Center Board meetings, day two is devoted to the WAAE Board meeting.
- Attend the NAAE Annual Convention - This is a 4-5 day meeting in locations that rotate: typically Las Vegas, St. Louis, Nashville, and Atlanta, but there may be other locations. Travel is typically a departure on Tuesday and return on Sunday depending on flights and distance.
- As state President (year 2 of term) attend State FFA Alumni council meeting one day on weekend and serve as a member of the Board

December

- Executive Board Meeting – 1 day held between Christmas and New Year's to determine the Professional Development Conference schedule, speakers, and sessions for the next summer's conference

January

- Winter Board meeting in Steven's Point – Held in conjunction with the FFA Half-Time Conference. This is an all day Friday and Saturday meeting
- National Agricultural Education Summit in Indianapolis.

February

- As state President (year 2 of term) attend State FFA Alumni convention on a weekend and serve as a member of the Board

March

- National Policy Seminar – Washington, D.C. – This is a 4 day (3 school days) conference on learning how to work with your legislators and advocate for education. During the three year term you are only required to attend once. It is easiest to do this during your year as Past-President.

April

- Spring Board Meeting – Held in conjunction with the State FFA Career Development Events at UW-Madison. One day typically the last Friday in April
- As state President (year 2 of term) attend State FFA Alumni council meeting one day on weekend and serve as a member of the Board



Wisconsin Association of Agricultural Educators

PO Box 87 | Sauk City, WI 53583
608-370-6251 | www.waae.com

MEMORANDUM OF UNDERSTANDING

The Wisconsin Association of Agricultural Educators (WAAE) is a professional organization for agricultural educators at all levels of instruction and leadership. Membership includes classroom teachers at elementary, intermediate, secondary and postsecondary levels of instruction, teacher educators of agricultural education and state supervisors of agricultural education. Priorities include agricultural education program development and improvement, governmental relations and federal legislation, professional/agriculture/agribusiness relations and member service/recognition.

The WAAE is governed by an elected Board of Directors. The 12 Vice-Presidents are elected for two year terms as well as a two term as alternate prior to the term as Vice-President by the members of their geographic section.

The President and President-Elect, and Past-President are elected for one year terms by Board of Directors attending the June Board Meeting. Candidates for President, President-Elect, and Past-President must have served on the Board of Directors as a Vice-President. Serving on the WAAE Board of Directors requires the understanding, support, cooperation and commitment of the school administration, Board of Education, parents, students and the community.

Service as an officer of the WAAE requires time away from the school and community to represent the interests of agricultural educators at the state level. Representation includes attending meetings specified in the WAAE operating policies, attendance at meetings determined by tenure on the Board of Directors and at special professional meetings which are called unexpectedly.

The local school district will pay costs of the substitute teacher(s) whenever the representative is from that school district. The WAAE will strive to keep time away from task at a minimum by scheduling travel and meetings on Saturdays and Sundays whenever possible and scheduling meetings in June, July and August whenever feasible.

Serving as an officer is more than an "honor." It requires leadership, representation and commitment. It gives the local school and community visibility state and nationwide and enhances the opportunity for professional growth for the local teacher, agricultural education department, school and the community.

We have read this Memorandum of Understanding, support the concept and pledge our cooperation during the term of office of:

Name of Candidate

Signature of Candidate

Approved:

Principal/Site Administrator

Date

Approved:

Superintendent/Chief Administrator

Date

Approved:

Chair, Board of Education
Received:

Date

WAAE Executive Director

Date

Return to WAAE no later than June 1: PO Box 87; Sauk City, WI 53583 or executivedirector@waae.com



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RESPONSIBILITIES OF WAAE PRESIDENT-ELECT, PRESIDENT, AND PAST-PRESIDENT

PRESIDENT QUALIFICATIONS

1. Must have served as Vice-President of WAAE for two years
2. Must have served as President-Elect of WAAE for one year

Skills & Abilities

1. Preside over all regular meetings of the membership as a whole and the Executive Committee, except in extenuating circumstances
2. Call special meetings of the Board or membership as deemed necessary
3. Keep membership informed as to the state of the organization
4. Keep in close touch with the Executive Director and approve all vouchers if in order
5. Be a delegate leader of all NAAE functions requiring state delegates. These include: Region III Conference, Annual NAAE Convention, and all other special Regional or National meetings.
6. Represent the organization in all official matters
7. Keep abreast of State and National activities affecting Agricultural Education, FFA, State and National FFA Alumni, National Council, Wisconsin Leadership Council for Agriculture Education, Wisconsin Agricultural Education and Workforce Development Council, State and National FFA Foundation
8. Be completely familiar with the Constitution and Bylaws of the State and National Associations (WAAE and NAAE)
9. Respond promptly to communications from NAAE officers and others
10. Appoint dependable key people to special committees. Arrange for committee function during the course of the year
11. Determine and take state problems and/or suggestions to the annual NAAE convention, Such items are logically considered in regional meetings first and then later on the convention floor if supported by the region
12. Assume the responsibility of making a complete report and keeping an accurate record of all presidential activities
13. Keep in touch with other officers, delegate authority to them and make certain that they carry out their responsibilities
14. Provide an opportunity for the state association executive committee to meet at regular intervals
15. Make extensive plans and preparations with the Executive Committee for the Professional Development Conference
16. Evaluate the state conference and the program of work
17. Attend Wisconsin FFA Alumni Council meetings when available and send a report to each meeting with the assistance of the Executive Director
18. Serve as a member of Team Ag-Ed and attend yearly face to face meeting usually held in November
19. Attend Wisconsin FFA Center Board meetings which occur in the November meeting held in conjunction with 212/360, the January meeting held in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
20. Assist the Foundation Board Representative and executive director in providing reports for FFA Foundation meetings

PRESIDENT-ELECT QUALIFICATIONS

Serve as Vice-President of WAAE for at least two years

Skills & Abilities

1. Assist the President in conducting the affairs of the organization. Preside over meetings in the President's absence and become acting President in case where the Presidency is vacated
2. Be an ex-officio member of all committees and see that they function

3. Participate in all WAAE Executive Committee Meetings.
4. Coordinate the committee structure and operations of WAAE's committee system.
5. Be a delegate at all NAAE functions requiring delegates, such as the NAAE Convention and Regional Leadership workshops
6. Be responsible for the publication of the annual committee reports
7. Appoint general committees for the coming year not covered by the Vice-Presidents
8. Be familiar with the Constitution, Bylaws, Policies, and other items suggested for the President as you will be the next President
9. Facilitate the exhibitor fair at the Professional Development Conference.
10. Serve as a member of the Wisconsin FFA Center Board and attend meetings the November meeting held in conjunction with 212/360, the January meeting held at Halftime in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
11. Serve as chair of the Finance Committee and organize quarterly meetings to review the budget.

PAST-PRESIDENT QUALIFICATIONS

Must have held the office of the WAAE President

Skills & Abilities

1. Assist the President in conducting the affairs of the organization
2. Participate in all WAAE Executive Committee Meetings
3. Be a delegate to all National meetings of the organization
 - a. At the National NAAE Convention after he/she has completed all of the required duties, he/she shall receive the "Professional Plaque" for his/her state
4. Be responsible officer in updating the officers' handbook for the coming year
5. Be a member of the Past President's Committee and in five years act as chairperson of that committee
6. Summarize summer conference evaluations
7. Serve as chair of the FFA Center Board of Directors and chair the November meeting held in conjunction with 212/360, the January meeting held at Halftime in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
8. Assist in the evaluation of the Executive Director