

KATFACS COMMITTEES

(Procedural Manual)

NOTE: The purpose of this document is to be used as a resource for members to use. This document is a composite of notes, deadlines and procedures for each committee. It was created by members serving on the committees listed. It does not need a vote from the membership to be corrected or updated.

OFFICERS/COMMITTEE CHAIRS TERMS (note some of these are in the bylaws)

- President–Elect: elected every year for a 3-year term. President-Elect then President then Past-President.
- District Vice-Presidents: elected alternate years for a 2-year term. Assistant VP to Vice President.
- Secretary: elected alternate years to serve a 2-year term.
- Financial Director: appointed for a term not less than 3 years.
- FCCLA SEAC Representative: elected for a two year term that can coincide with their district SEAC responsibilities.
- Website Manager: appointed upon resignation of the current website manager or at the request of the officers.
- Mentoring Chair: appointed yearly.
- Committee Chairs: appointed yearly.

COMMITTEES

Awards/Retirement

- Purpose: Select FACS candidates for awards.
- Duties: Refer to budget/donations to determine the amount available to spend. Seek candidates from the organization for awards. Obtain qualifications and meet to determine the candidate to be submitted. Identify and recognize retiring teachers. Prepare appropriate ceremonies, buy gifts or plaques, and prepare certificates.
- Timeline:
 - Fall - receive nominations collected from the president at the Summer District Meeting. Notify nominated persons and provide award applications with deadlines.
 - Spring - Review applications, select local winners, announce winner at United Conference and forward winner on to K-ACTE.
 - Purchase awards (gifts or plaques). Provide the president with information for the ceremony program.
 - Summer- Present and prepare ceremony during the KATFACS luncheon.
- Meals at the awards session will be paid for the award/retiree recipient and one guest. Option to purchase additional meals will be available.

Scholarship

- Purpose: Encourage and promote Family and Consumer Science Education to students at the high school and/or collegiate level. Refer to the current budget

for the amount allocated to the scholarship(s) .

- Duties: Review the applications submitted for the High School and/or College Students
- Scholarships. Revise and propose changes if needed to the application yearly.
- Timeline:
 - Fall- Propose any corrections to the document if needed. Remind members of the scholarship opportunities for students. Make forms available via website, email, etc.
 - Spring - Collect and review applications at United Conference with committee
 - Summer- Award Scholarship during Awards Luncheon. (Announce names) Checks will be issued to the college for the high school student winner after proof of college enrollment is presented or college student winner during their student teaching semester (with proof).

Budget and Audit

- Purpose: Monitor budget and audit the KATFACS funds annually, reporting results to the membership.
- Duties: The Financial Director is the chairperson of the committee. Monitor budget and audit funds annually (UAC).
- Timeline:
 - Spring - Review documents during the Spring meeting.

Membership

- Purpose: Promote membership.
- Duties: Provide posters, flyers, or brochures to potential members as well as current members. Establish positive member relationships.

Constitution and Bylaws (Past-President)

- Purpose: Review and submit any necessary amendments to the membership at the Spring meeting and vote at the Summer meeting.

Nominating (Past-President)

- Purpose: Present a slate of officers for election
- Duties: Contact potential candidates for officers who will prepare a resume. Consult with the current president and state staff for recommendation. Prepare ballots and questions for the election. Tally votes at elections and plan the installation with the president.
- Timeline:
 - Spring - Present Nominations
 - Summer- Run elections according to the written bylaws

Public Relations and Publicity

- Purpose: Promote FACS and KATFACS visibility.
- Duties: Prepare news releases and letters for members. Select and purchase, with Executive Council approval, membership benefits. Publicize all activities.

Evaluation (President-Elect and secretary)

- Purpose: Create suggestions for improving conferences.
- Duties: Prepare and tally summer conference evaluation.
- Timeline:
 - Summer: Obtain the summer conference schedule from the President and create an evaluation. Tally results.

Marketing

- Purpose: To promote the FACS profession through marketing items.
- Duties: Acquire marketing items to sell. Refer to the budget for the amount allocated. Have them available for purchase at all FCS related events (Summer conference, UAC, Super Week, FCCLA Take AIM etc). Provide a sales tax certificate to any vendor that items are purchased from.

United Conference Program (President, Past-President, President-Elect)

- Purpose: United Conference planning.
- Duties: Serve on committees and attend planning meetings/conference calls.

UAC Committee Responsibilities

- Purpose: Complete the responsibility KATFACS receives from the UAC Planning Committee
- Duties: Contact the KATFACS President to determine the responsibility received by January. Complete tasks as required.

K-ACTE Conference Program Planning and Assistants (President Chair)

- Purpose: Assist the President with the K-ACTE Summer Conference planning.
- Duties:
 - Secure presenters, keynote, tours and events for KATFACS during the K-ACTE Summer Conference. Review previous year's evaluations to create a conference that reflects the needs of the membership. Write thank you notes to speakers.
 - Facilitator selection - Provide members to introduce speakers and assist with handouts at each session. Collect and count tickets at meals.
 - Logistics - Organize rooms and arrange for equipment/technology that speakers will need.
 - Exhibits/vendors and Door Prizes - Contact potential exhibitors/vendors with a form letter for the amount of space they will have, fee, and door prizes they may provide. Organize the set up for exhibits/vendors. Set up an exhibit area and help as needed. Write thank-you notes to exhibitors.

ELECTED POSITIONS:

Mentoring Chair

- Purpose: Head the mentoring program.
- Duties: Pair new teachers with experienced teachers. Provide a basic communication outline for the mentoring pair to follow. Provide guidance.
- Timeline:
 - Summer: Meet with new teachers and pair with experienced teachers, facilitate a session on mentoring.
 - Fall: Continue contact with mentoring pairs.
 - Spring: Facilitate a session for mentoring pairs at UAC.

FCCLA Representative

- Purpose: Develop and maintain a working relationship with FCCLA.
- Duties: Serve on the FCCLA State Executive and Advisory Council and report back to KATFACS on activities. Must attend both FCCLA executive meetings in October and December to assist in planning and executing the State Leadership Conference.

Website

- Purpose: To keep the website up-to-date.
- Duties: Work with the webmaster and membership to provide a user friendly internet resource or all to use. Encourage achievements and articles from membership.
- Timeline: continual updates
 - Fall: Update leadership positions, contact information, and award winners
 - Winter: Post UAC and Super Week registration and upcoming dates
 - Spring: Post nominations for upcoming elections and link to summer conference registration

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