

MAE4-HYW Committee Planning Sheets for 2009

Below is a brief description of your committee duties. Please make sure that you work today to accomplish things on the list below if applicable.

Awards Committee

Chair: Dave Hileman

Chair-Elect: Melissa Scheer

Committee members: Kay Sparks and Serenna Wright

Committee Responsibilities:

- (1) Select state winners for NAE4-HA awards.
 - (a) Achievement in Service Award
 - (b) DSA Selection Process
 - (c) 25 Year Recognition
 - (d) Meritorious Service Awards
 - (e) Teamwork
 - (f) Excellence In Teen Programming
 - (g) Communication Awards
 - (h) Excellence in programming awards
- (2) Select winners for state awards including:
 - (a) Clover Colleague
 - (b) YEPA
 - (c) Friend of MAE4-HYW Award

Goals for 2009

1. Follow up on how to give out awards at Galaxy
- 2.
- 3.
- 4.
- 5.

Target Completion date

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Banquet Committee

Chair:

Chair-Elect:

Committee members: Nancy Coleman, Joan Zeller, Pam Heimericks

Committee Responsibilities:

Plan, promote and conduct the annual banquet and program.

Things to think about...We will not be having a separate banquet in the fall. Since we will be having Galaxy Conference in the fall there will be an entire conference banquet. We will still need to give out awards and cover other items normally taken care of at the banquet. Please work with the Awards Committee and Galaxy committee to figure this out when Awards can be presented.

Galaxy Conference - November 10-11, 2009

Banquet will be 11/10/2009

Goals for 2009

1. Contact Galaxy Committee

Target Completion date

4-20-2009

2. Recognition Boutonnieres

11-10-2009

3. Program invitations

11-1-2009

4. Request for Banquet and Awards committee amount to be increased to \$250.

5. Check with Dave on awards applications and recipients.

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Budget and Finance

Chair: Bob McNary

Chair-Elect:

Committee members: Ben Gallup, Joyce Taylor, Kathy Bondy

Committee Responsibilities:

- (1) Accept budget requests from other committees
- (2) Prepare annual budget and present to Association members for approval electronically in October.
- (3) Conduct fundraising such as silent and dollar auctions.

Goals for 2009

Target Completion date

- | | |
|---|------------------|
| 1. Request from Banquet for \$50 to move to awards – rename it Awards and Banquet | |
| 2. More National members | December 1, 2009 |
| 3. | |
| 4. | |
| 5. | |

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Membership Committee

Chair: Bob McNary

Chair-Elect:

Committee members: Pat Wiggins, Jacquie Stuart, Lesley Daniel, Amanda Structemeyer

Committee Responsibilities:

- (1) The Treasurer shall serve as the Membership Committee chair
- (2) Promote MAE4-HYW as a professional association.
- (3) Recruit and maintain members via Regional Representatives.

Things to think about...

Can we look into having time during cohort or other training to talk with new staff about the benefits of joining a professional organization, you could discuss this with the Public Relations Committee.

How do we make sure new staff know who we are and what we do?

NAE4-HA has a brochure outlining the professional association. Can we make one for MAE4-HYW? (also discuss this with Public Relations Committee)

Goals for 2009

- | | Target Completion date |
|--|------------------------|
| 1. Produce professional packet | Fall renewal |
| 2. Specific email for new members – from regional representatives | Continuous |
| 3. Current membership list online – just for staff page | Fall |
| 4. Regional reps become mentors for new staff, give a personal contact to new employees. | Continuous |

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Nominating Committee

Chair: Kathy Bondy

Chair-Elect:

Committee members: Meg Sage Mach

Committee Responsibilities:

- (1) Secure officer nominees
- (2) Create candidate bio's with photos for web display and post two weeks prior to election on MAE4-HYW website.
- (3) Conduct annual officer elections as prescribed in ARTICLE II, Section 2 E, of this constitution.

Goals for 2009

1. Begin in August
- 2.

Target Completion date

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Policy and Resolutions Committee

Chair: Sarah Staude

Chair-Elect:

Committee members: Christy Hicks

Committee Responsibilities:

- (1) Review Constitution and By-Laws
- (2) Recommend necessary and/or requested changes
- (3) Study and recommend changes or additions to association policies.

Goals for 2009

Target Completion date

1. Make changes to constitution
2. Sarah will forward recommendations to Meg and Kim to forward to membership.
- 3.

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Professional Improvement Committee

Chair: Becky Simpson

Chair-Elect:

Committee members: Alison Copeland, Julie Schmitt, Chris Mosbrucker, Kim Hall, Patti Fisher, Don Nicholson

Committee Responsibilities:

- (1) Encourage and create opportunities for professional improvement
- (2) Encourage high standards of performance
- (3) Develop long-range professional improvement goals for MAE4-HYW
- (4) Identify in-service education needs of members
- (5) Create awareness of scholarships and professional improvement opportunities.
- (6) Plan and conduct an annual professional improvement retreat.
- (7) Career Ladder sub-committee

Things to think about...

You did a great job way to go on this year's retreat! Now just start planning for next year!

Goals for 2009

Target Completion date

1. Retreat in the KC area, maybe at Earnest Shepard Youth Center-
April 14-16, 2010
2. Relaxing and Invigorating - not content heavy - with more than one option for activities.
 - Possibilities
 - a. KC Culinary Institute
 - b. Embassy Suites at plaza
 - c. Chair massage
 - d. Harry Truman museum and library
 - e. Harley Tour
 - f. Stadium tour
 - g. Nascar Tour
3. GREAT door prizes

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Public Relations and Information Committee

Chair: Lynna Lawson

Chair-Elect: Elver Pardo

Committee members: Rhonda Shafer, Susan Smith, Becca Wheeler, Meg Sage Mach

Committee Responsibilities:

- (1) Foster relations between state association and other groups.
- (2) Provide for photographic coverage of association events.
- (3) Design and setup of displays at state and national events.
- (4) Secure door prizes for national conference.
- (5) Develop and maintain an updated powerpoint presentation about MAE4-HYW

Things to think about - NAE4-HA has a brochure outlining the professional association. Can we make one for MAE4-HYW? Talk with Membership committee about this.

Goals for 2009

Target Completion date

1. Photos - keep updating the display board
2. Update old MAE4-HYW brochure - new quotes
3. Put updated logo on all documents. Should have a color version and black/ white version of all materials.
4. Anyone, especially regional representatives, able to print letter, brochure and all information from website.
5. Shirt or jacket (with ladies sizes) order
6. Website information to Cyndi - new member packet online

