

## New Member Relations

**Committee Responsibilities:** Young Professional Award, new agent orientation recruitment presentation, may be required to do a presentation at the Mid-Year meeting.

### Monthly Duties:

*September:* Welcome new members at the FAEP meeting and give annual committee report.

*October:* Welcome committee members and outline expected duties and timeframe. Go to Gainesville to do the new agent orientation recruitment presentation, usually at lunch. Bring membership brochures.

*November:*

*December:*

*January:*

*February:*

*March:*

*April:* Possible Mid-Year meeting presentation.

*May:* By May 1 send out batch email asking for nominations, allow 2 weeks to collect all nominations, also talk to the webmaster to be sure the name and address of the person collecting completed applications is correct when they hit the submit button. May 15, notify nominees and direct them to the FACAA website to complete the application.

*June:* Deadline for completed applications is June 1. June 5, mail duplicate copies of applications as a packet to all committee members so they can review everyone's accomplishments and can recommend a first choice and a second choice winner. You can only allow two weeks for the committee members to review the applications.

*July:* Notify the winner on July 1. Ask for picture and brief bio for the awards booklet to be sent to the chair of the booklet committee. Submit committee report to Chair of FACAA Annual Report.

*August:*

*September:*

**Important Deadlines:**

- ✦ May 1 – send batch email asking for nominations for Young Professional Award.
- ✦ May 15 – notify nominees and direct them to the FACAA website to complete application.
- ✦ June 1 – Deadline for completed applications.
- ✦ June 5 – Mail applications to committee members.
- ✦ July 1 – Notify winner. Ask for picture and brief bio for awards booklet.
- ✦ July – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** The plaque is supplied by Farm Credit of Central Florida. The contact is Ron O'Connor at 1-800-533-2773. He must be notified about the FAEP meeting date, time and location because they come in person to present the awards, this usually occurs on Monday evening with an 8 pm start time. Each year Farm Credit gives FACAA \$500.00, if they order the plaque as opposed to our awards chair then the balance of \$400.00 is sent to our treasurer. The award recipient receives a plaque and \$100.00 check, and can use the remaining \$300.000 towards attending the NACAA conference but must use it within two years of receiving the award.