

This handbook was developed to help members understand FACAA committee responsibilities and associated deadlines. This handbook is intended to be updated constantly by new chairs as responsibilities change.

FACAA has a list serve (batch email) setup on the IFAS email system. The FACAA list serve address is [FACAA-L@LIST.IFAS.UFL.EDU](mailto:FACAA-L@LIST.IFAS.UFL.EDU). This is the recommended way to communicate with FACAA members. This list serve is updated by the FACAA Treasurer. Two important web sites to mark as favorites on every FACAA member's computer are: (1) <http://faca.ifas.ufl.edu> and (2) <http://www.nacaa.com>.

Several FACAA committees are linked to NACAA. This means the NACAA structure requires member state associations to conduct the work of these committees. NACAA-linked committees are organized in one of three national "councils". The councils are:

1. Program Recognition (Awards and Recognition)
2. Extension Development
3. Professional Improvement

#### Program Recognition

This component contains the award based programs that have been a very traditional part of NACAA. Members can enter competitive contests that highlight the following areas: Communications, Extension Programs, 4-H & Youth, Professional Excellence, Public Relations, Recognition and Awards, and Scholarship. Current programs that target specific subject matter or include a travel study tour will be assigned to the appropriate Professional Improvement Committee or Extension Development Committee. As new competitive awards programs are introduced they would be placed into this block. All programs in this component are expected to identify sponsors and secure adequate funding to operate each award activity. Where possible the sponsor's funding should include all committee expenses.

#### Extension Development

This component is designed to enhance our members in the area of general Extension training. One common thread among NACAA member is the fact that we are all Extension Agents/Educators. Therefore it is imperative that our organization strengthen and continue to offer training in how to become a better extension professional. This is the one area that effectively separates NACAA from other subject specific professional organizations. These sub-areas would not be subject matter specific, but rather would cover broad, general extension related topics that could focus on the following: Public Relations and Agriculture Issues, Early Career Development, Administration Skill Development, and Teaching and Educational Technologies. Each of these broad headings would become a Committee.

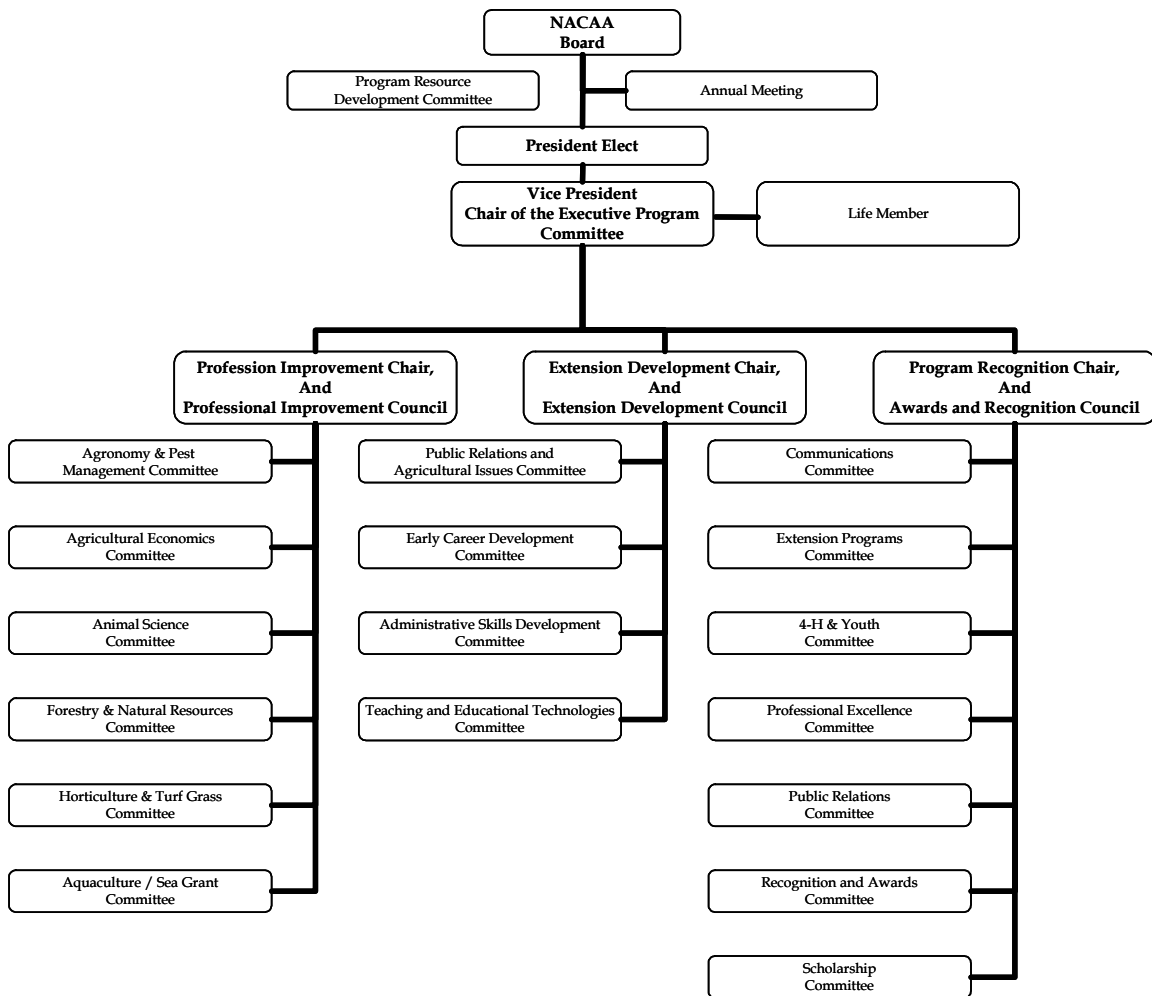
#### Professional Improvement

Our members have indicated a need for opportunities to present and receive specific subject matter information. This component was created and designed to better fulfill our mission: "...to further the professional improvement of our members...", as written in the NACAA mission statement. This area is devoted to enhancing the opportunities for our members to become more knowledgeable and competent in subject matter areas in which they work. Examples of training activities that might be included within this category include: discussion groups, seminars, refereed papers, demonstration sharing, study tours, and

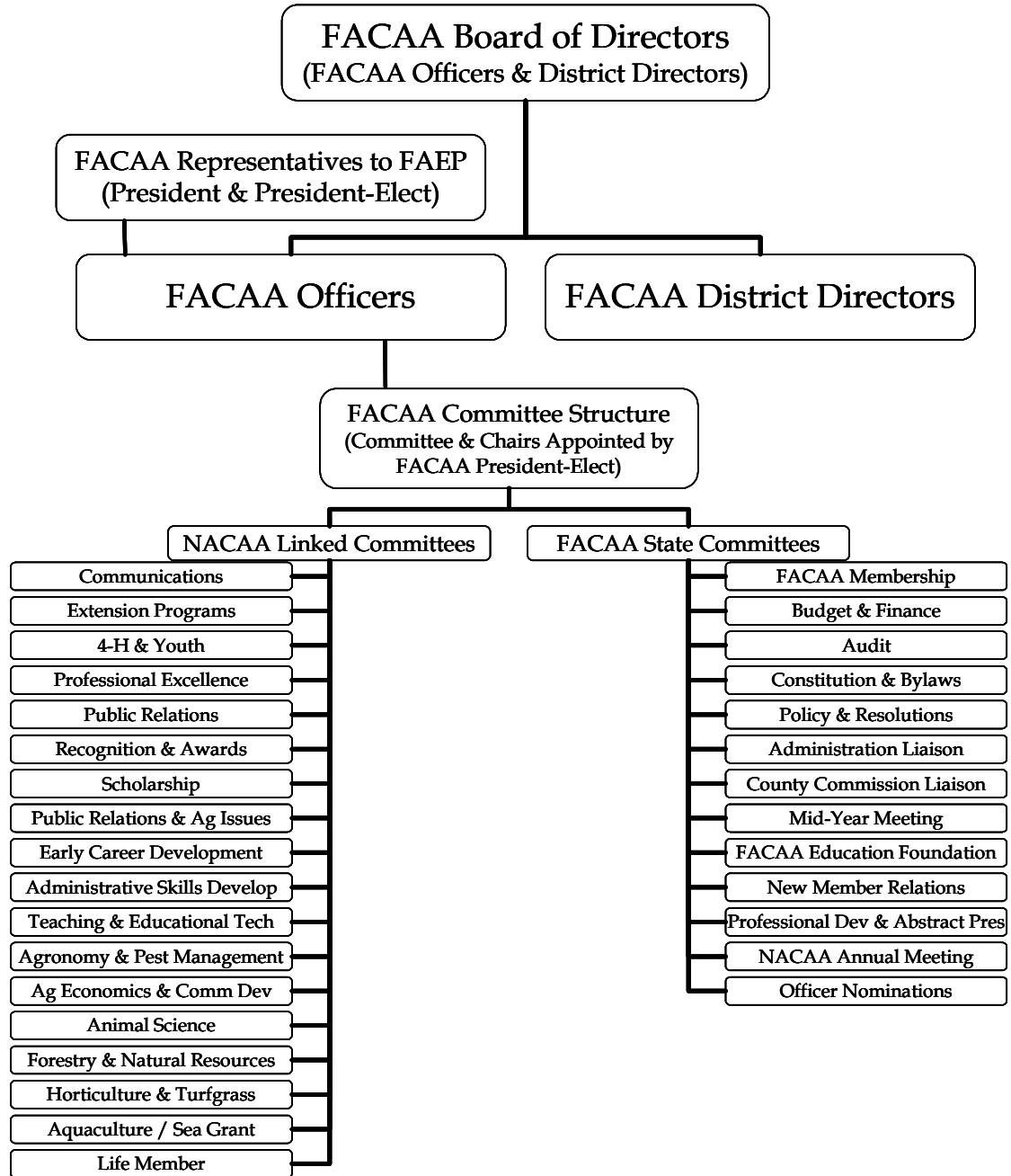
interstate/international exchanges. Six broad, fundamental subject matter areas were identified that would encompass the vast majority of work done by Extension agents/educators across the country. That list includes: Agronomy & Pest Management, Agricultural Economics and Community Development, Animal Science, Forestry & Natural Resources, Horticulture and Turfgrass, and Aquaculture/Sea Grant. Each of these six broad subject matter areas would comprise a Committee. Additional committee categories can be added in the future or existing areas modified to better meet the needs of NACAA members. Each of these broad groups under the Animal Science Committee might include: Range/Pasture Management, Bio-Technology in Livestock, Beef Nutrition, Dairy Breeding, Swine Genetics, Rotational Grazing, and Animal Waste Management. This short list is not meant to be all inclusive.

NACAA Councils and their associated committees provide opportunities for NACAA members to make regional and national presentations relative to their individual work experiences. This current structure provides opportunities for NACAA members to develop and implement regional and even national programs within their discipline that will meet objectives and goals contained in their annual Plan of Work.

### NACAA Structure



# FACAA Structure



**Approved Policy**  
**State Committee Chair Participation in**  
**NACAA Awards Programs**

1. For state committee chairs serving on the Professional Improvement (PIC) and Extension Development Committees:

A. If the state committee chair of a PIC or EDC committee DOES NOT apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will rank all the applications at the state level. The state chair will forward the ranked applications to the regional vice chair by the designated deadline.

B. If a state committee chair of a PIC or EDC committee DOES apply for any of the professional improvement program/s their committee is responsible for, which require an application to participate in, they will forward all applications unranked to the regional vice chair. The regional vice chair will make arrangements for ranking the applications for that state.

2. For state committee chairs serving on the Program Recognition Council Committees:

A. When a PRC committee chair DOES NOT apply for an award program(s) that their committee is in charge of, the state chair will go through the normal selection process and forward the top place winner from the state to their regional vice chair.

B. When a PRC committee chair DOES submit an application for an award program that their committee is in charge of and the state chair is selected as the state winner, their application along with the second place state application will be sent on to their regional selection committee to verify and agree with the state ranking. The regional selection committee has the final authority in selecting the state winner.

3. Any applicant selected as a state winner is not allowed to participate in any regional awards/professional improvement selection committee.