

JCEP Policies and Procedures

The Policy and Procedure Manual reflects the guidelines for the Joint Council of Extension Professionals Board of Directors to conduct the business of the Corporation.

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JCEP Operating Principles and Mission

- We agree to conduct our business according to parliamentary procedures and Robert's Rules of Order.
- We agree to have clear discussion with no hidden agenda.
- We agree to respect others opinions even when we disagree.
- We agree to work towards the bigger picture of Extension's success.
- We aim to be futuristic.
- We respect each other's association
- We will be candid and honest.
- We will have fun.
- We won't speak in acronyms.
- We strive to be proactive.

Mission: To promote communication, cooperation and professionalism among Extension educators.

Accepted by Consensus, 1998

JCEP Policies and Procedures

JCEP Board Membership

The JCEP Board shall be the representatives of those professional associations allied with the Cooperative Extension System as defined in the Constitution of the JCEP Board, the President-elect, President, and Immediate Past President of each member association.

Officers of JCEP Board

JCEP officers shall be elected from the presidents of the member associations, therefore, serving as a JCEP officer when they are past president of their respective association.

- Officer Elections shall be held at June Annual Meeting of the JCEP Board of Directors.
- Offices of President-elect, Assistant Secretary, and Assistant Treasurer shall be assumed September 1.
- Office of Treasurer shall be assumed on January 1 of the year following elections.
- Officer elections shall be from the first-year class of the JCEP Board. The President-Elect shall become President, Assistant Secretary shall become Secretary, and the Assistant Treasurer shall become Treasurer.

Officer Election Procedures

Election Procedures

- The Nominating Committee is composed of all member association Past Presidents serving on the JCEP Board.
- At the January board meeting, the JCEP President shall appoint a member association Past-President to serve as the chair of the Nominating Committee to facilitate the nomination/election process.
- By April 1 the appointed Nominating Committee will distribute copies of the officer job duties to the JCEP Board members.

- By May 1 all JCEP Board members interested in being considered as an officer candidate are to submit a brief statement of interest to the Chair of the Nominating Committee. The statement of interest includes two parts: 1) Listing of office(s) they are interested in. 2) A brief statement of why they are interested and qualified to serve in the office(s) as listed in the job duties described in the JCEP Handbook (not to exceed the front side of one page).
- The appointed Nominating Committee receives and distributes all statements received to all board members, at least two weeks prior to the June JCEP board meeting.
- Elections will be held at the June JCEP Annual Meeting of the JCEP Board of Directors. Vote for all offices shall be by written ballot. Vote tallies shall be by NIFA Representative, an APLU, and/or ECOP representative. To be elected, vote shall be by majority of votes cast.

New Director Orientation Guidelines

New JCEP Directors will be provided an orientation to the JCEP Board by the JCEP President prior to and at their first JCEP meeting. As part of the orientation, incoming members will be directed to the JCEP website to access the Constitution, By-Laws, and Policy Handbook.

The Policy Handbook provides:

- Guidelines for the operation of the JCEP Board structurally, fiscally, and programmatically.
- Structure of committees to plan and execute JCEP programs.
- Information on professional development through the JCEP Leadership Conference, the Public Issues Leadership Development Conference, and the Galaxy Conference.
- Forms and applications relevant to the operation of JCEP.

Nametags

JCEP secretary is to arrange for the ordering of nametags for the new JCEP directors.

Guide for Distribution of JCEP Policy Information Materials

- The JCEP Handbook shall include the Articles of Incorporation, the By-Laws, and the Policy and Procedures Manual.
- The JCEP Policy and Procedures Manual shall be posted, along with the Articles of Incorporation and the By-Laws, on the web site, available to JCEP Board Members and members of JCEP member associations.
- The Policy Handbook is to be updated on a continuing basis by the JCEP Handbook Chair and Handbook Committee. Policy changes or additions shall be incorporated into the Handbook and be available on the JCEP website or from the JCEP Handbook Chair as items are changed or added.

Removal of Officers

In the absence, disability, or removal for cause of the current JCEP President, President-Elect, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, ECOP Representative, Handbook Chair, and/or Historian, the office shall be filled through majority appointment by the Board of Directors. The President will appoint a committee to determine a candidate using the process for election from qualified individuals. If the office of President is being resolved, the President-Elect shall appoint the committee. See Risk Management Checklist in Addendum.

Removal of JCEP Board Directors

In the absence, disability, or removal for cause of a sitting member of the current JCEP Board, the association the member represents will be requested to provide a member to complete the term of that member removed or until the association has an election that might provide for the replacement of that

member. The individual may be retired, may have served on the JCEP Board, and shall be supported by the association fiscally. See Risk Management Checklist in Addendum.

Duties of Officers

President: The President shall preside at all meetings of the JCEP Board of Directors, and shall have general supervision over the affairs of the Corporation, shall sign or countersign all certificates, contracts and other instruments of the Corporation, as authorized by the Board of Directors, and shall make reports to the Board of Directors and shall perform all such duties as were incident to that office or as are required by the Board of Directors. The President shall be entitled to vote upon all matters coming before the Board. The President shall prepare an Accomplishment Report at the end of their tenure and have the report placed in the Handbook.

President-elect: The President-elect shall perform all of the duties of the office of the President in the event of absence, disability or at the request of the President.

Secretary: The Secretary shall serve as Secretary for all meetings of the Board of Directors and the Executive Committee, shall act as clerk thereof and shall record all the proceedings of such meetings, shall sign all notices required by law or these Bylaws and shall perform such other duties as the Board of Directors shall prescribe.

Assistant Secretary: Shall perform all the duties of the office of Secretary in the event of absence, disability or at the request of the President. The Assistant Secretary shall be in training to assume the duties of Secretary.

Treasurer: The Treasurer shall supervise custody of the funds and securities of the JCEP Corporation. The Treasurer shall cause full and accurate accounting of receipts and disbursements to be kept deposited in such depositories as may be designated by the Board of Directors. The Treasurer shall cause the funds of the JCEP Corporation to be disbursed as may be ordered by the Board of Directors, shall cause a report to be made at its regular meetings, or whenever the Board of Directors may require it, of all transactions and the financial condition of the Corporation, shall perform such other duties as the Board of Directors from time to time prescribes, and shall fill all corporate documents as outlined in Paragraph 8.1 herein.

Assistant Treasurer: The Assistant Treasurer shall perform all the duties of the office of Treasurer in the event of absence, disability or at the request of the President. The Assistant Treasurer shall be in training to assume the duties of Treasurer.

Other Positions

Historian: The Historian shall acquire and archive the JCEP History on a continuing basis and have this information placed on JCEP's website. The Historian shall have served as a member of the JCEP Board. The length of service in this position will be determined by joint agreement between the present Historian and the JCEP Board of Directors at the time of annual election of officers each year. This Historian should make a yearly report to the President of the JCEP Board, does not attend JCEP Board meetings, does not have a vote, and serves at the pleasure of the JCEP Board.

JCEP Representative to the ECOP Budget and Legislative Committee:

Membership of the ECOP Budget and Legislative Committee should include: chair, appointed by the chair of ECOP, for each federal fiscal year from one of the five regional representatives, on a rotational basis; two members from each of the five regions serve four (4) year staggered terms; one member from JCEP partner associations serves a three (3) year term; one member from the Council of Agricultural Research, Extension and Teaching (CARET), no term limit; one members of NIFA-USDA, ex officio, non-voting; ECOP Executive Director, ex officio, non-voting; and the respective organizations, associations and regions appoint representatives to the committee. The committee charge is to: develop budget recommendations to ECOP for federal funding for the Cooperative Extension System including consideration of recommendations from other ECOP committees; scan funding systems for nontraditional sources of budget support; represent ECOP with the APLU Board on Agriculture in budget preparation and assume responsibility for presenting and supporting the Cooperative Extension System budget at the congressional level.

The JCEP Representative to the ECOP Budget and Legislative Committee is selected through an application process established by the JCEP Board. Applicants must be a Past President of a JCEP member association and have served on the JCEP Board. In addition to leadership within their professional associations and within Extension; the applicant must have Extension experiences related to budget development, public issues, and legislative issues. This is a three year appointment and starts in November of the year in which the person is selected for the position. The application form for this position can be found on the JCEP web site at www.jcep.org

Representatives from Partnering Associations:

A representative selected by the ECOP Budget Committee, the Association of Public and Land-Grant Universities, and the National Institute of Food and Agriculture shall serve on the JCEP Board as non-voting members.

Criteria and Guidelines for Affiliation as a Member Association of JCEP

For a petitioning association to become a member of the Joint Council of Extension Professionals the association must provide documentation that meets the criteria listed below.

- The petitioning association shall have at least 51% of its membership made up of Extension staff working at a county, area, state or national level in the Extension System. Members identified with Extension responsibility shall have at least 25% Extension appointment.
- The petitioning association shall demonstrate an ability and commitment of adequate financial resources to support the activities of JCEP that are supported by member associations.
- The petitioning association must have been operating as an association for at least three years.
- The petitioning association shall include a statement of equal opportunity membership.
- For a petitioning association to become a member of the Joint Council of Extension Professionals the association must provide documentation that meets the criteria listed below.
 - A. The petitioning association must make a formal request to the JCEP President with the following information:
 1. A statement of intent and rationale for becoming a full partner. The statement and its intent must include documentation that the request is supported by the majority of the full membership of the petitioning association.
 2. A copy of the petitioning association's mission and purpose. The statement shall clearly identify an Extension mission as one of the purposes of the association.
 3. A copy of the petitioning association's Articles of Incorporation and Bylaws indicating it is a non-profit association at the time of the petition.
 - B. The petitioning association must be a part of the Land Grant System or in partnership with NIFA.

- C. Acceptance of a new member association must be supported by a two-thirds majority vote of the JCEP Board of Directors.

JCEP Internal Committees

Handbook Committee

The Handbook Committee shall be appointed annually by the JCEP President and shall consist of at least two incoming member association President Elects willing to serve a three year term with one of those individuals being appointed as chair of the Handbook Committee in the third year. (The Handbook is the policy guide for the JCEP Board and a three year appointment will allow for a continuity of leadership for this committee.) This committee will be charged to determine if changes are needed to update the By-Laws as well as the Policies of the JCEP Board.

Fiscal Committee

The Fiscal Committee shall consist of the Treasurer, Assistant Treasurer, an incoming member association President Elect, and one other member appointed by the President of the JCEP Board of Directors. The JCEP Treasurer shall chair the Fiscal Committee and serve Ex-Officio on the Audit committee. This Committee should be familiar with the Fiscal Policies and provide leadership in determining and suggesting needed revisions. (See section on Fiscal Policy)

JCEP Partnerships and Public Issues Committee

Members of this committee should include the JCEP Liaison to ECOP Budget and Legislative Committee, Past Presidents of each member association, ECOP Liaison to JCEP, and the APLU Liaison to JCEP. Goals of the committee are to: inform and educate elected and other leaders of the need and importance of Extension to them and their constituents; work within the university community to raise the importance and visibility of Extension in advancing the outreach success of the institution; strengthen the Extension resource base through innovative funding from public and other sources and work cooperatively with ECOP to develop and convey the Extension message

Public Issues Leadership Development (PILD) Committee

The PILD Committee will consist of two members from each JCEP member association plus the JCEP President or designee and is charged with the development of the PILD Conference. (See the Addendum for PILD Policies and Guidelines.)

JCEP Leadership Conference Committee

The Leadership Conference Committee is responsible for planning and developing the annual Leadership Conference. (See Addendum for JCEP Leadership Conference Policies and Guidelines.)

Galaxy Conference Steering Committee

The Galaxy Conference Steering Committee will be composed of two representatives from each of the JCEP member associations committed to sponsoring the Galaxy Conference plus the Galaxy Chair, Vice Chair, Site Coordinator and a JCEP Liaison from the JCEP Board. The travel expenses for all members of the Galaxy Steering Committee will be paid from Galaxy Conference funds as they are incurred, according to the JCEP policy for travel expense reimbursement. Travel expense forms are found on the JCEP website. If JCEP does not have sufficient funds they will ask the sponsoring member associations for loans to acquire necessary resources to cover costs of planning. Loans (with or without minimal interest) will be part of the Galaxy budget and reimbursed at completion of the conference. Should a committee member resign it is the responsibility of the respective member association to appoint a

replacement. (See Addendum for complete Galaxy Policies.)

Teamwork Award Judging Committee

The Teamwork Award Judging Committee is chaired by the JCEP President-elect and shall consist of the President-elect of each member association. The committee will call for and judge the entries of Extension program or project teams that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels and present qualified applicants at the JCEP Annual Board for final selection approval. (See Teamwork Award Policies, responsibilities and application in the Addendum.)

Voting Procedures

Conference Calls and Electronic Meeting Voting

On JCEP Board conference calls, if a voice vote is questioned, there shall be a roll call vote by the Secretary with the ayes, nays, and abstaining numbers noted in the minutes. In an electronic meeting, such as Adobe Connect, the vote shall be by individuals participating in the voting manner of “raising the hand” electronically and registered in the minutes.

Email Electronic Voting

When a motion and second is sent via email there will be one week to discuss the issue and one week to vote. JCEP Board members will confirm to the JCEP President they have received the message. The JCEP President will keep track of who has received the first message. The President will fax the message to those who did not receive the email message. The President calls for the vote at the end of the second week. The President will post the voting results on the list serve. Minutes of the special email vote will be approved at the next meeting of the JCEP Board.

Web Site Guidelines

Purpose of Web Site:

- Create a visible presence for JCEP
- Serve as a communications hub for JCEP member associations
- Provide updated information on JCEP-sponsored events and activities
- Share information

Posting:

The JCEP Executive Committee should serve as the group to make decisions on what to post on the web site as requested by others. Only officially approved JCEP documents should be posted on the site. Documents should be submitted in text-format that can be converted to HTML.

Maintenance/Lease:

The JCEP Board or appointed JCEP Board member shall be responsible for oversight of the maintenance/lease of the JCEP website. If possible the JCEP web site will be maintained through one of the University systems without charge to JCEP. Should this not be possible, the JCEP Board will make a determination about the maintenance/lease.

Web Master:

The Web Master for the JCEP web site shall be approved by the Executive Committee with final approval by the full JCEP Board of Directors. The Web Master should handle site registration, management, updating and other web-related duties as necessary.

Links:

Each JCEP member association shall be asked to “hot” link back to the JCEP web site on their individual web sites to ensure a connection. Other suggested links are NIFA, APLU, NACo newsletter/alerts.

Review:

Web site guidelines should be reviewed each year for currency and relevancy.

Updating website information:

The JCEP Secretary is responsible for sending the information pertaining to new JCEP Directors to the JCEP Web Master. The JCEP Secretary will also send minutes of JCEP Board meetings to the JCEP Web Master for posting on the web site.

JCEP Listserv

JCEP President will send names and other information for new JCEP Directors to JCEP liaison and any other appropriate agency for updating the listserv(s).

JCEP Traveling Team Committee

Members of the JCEP Traveling Team Committee include the current Presidents of each JCEP member association. This committee provides a JCEP presence at the National Meeting/Conference of each member association. This committee requests time at a General Session and space during a Poster Session for a JCEP presentation on the Goals and Benefits of the Joint Council of Extension Professionals. Dates of National Meetings/Conferences and specific presentation times are solicited from each member association and a representative JCEP Team is assigned to attend and present on behalf of the JCEP Board of Directors. Each member association provides free registration to members of the JCEP Traveling Team. This Committee is responsible for the creation of the JCEP presentation and the JCEP poster.

JCEP Display Policy

JCEP has an educational display that conveys the membership, mission, goals and sponsored events of JCEP. When possible the educational display should be used to convey and promote the mission of JCEP to the member associations. The JCEP member association should provide a free exhibit space to display the JCEP educational display at their annual meeting/conference.

The following procedure is to be used for transporting the JCEP educational display to the member association meetings. The association representative on the JCEP traveling team is responsible for packing and shipping the display to their respective meeting site and is responsible for displaying the exhibit at their association’s meeting. Cost of shipping the JCEP educational display will be reimbursed by forwarding a receipt of the shipping costs to the JCEP President for approval who will then forward the request to the JCEP Treasurer. Use of the JCEP educational display other than at the member association meetings/conference should be coordinated through the JCEP President.

Affirmative Action Policy

It is imperative that we review and strengthen our efforts to insure equal access and opportunity in all aspects of the programs and operations of the Joint Council of Extension Professionals without regard to

race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. All members of JCEP member associations are required to conduct themselves and official business in such a manner that the member associations and/or JCEP do not directly or by implication support, encourage or condone the practices of segregation or other forms of discrimination.

JCEP and each JCEP member association must conform to the concept of equality of opportunity in a manner that precludes the abridgment of individual rights to the benefits offered by member associations.

To assist in fulfilling the intent of our nondiscrimination affirmative action policy, the member associations shall:

- Seek to encourage all members to pursue their interests and realize their potential regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- Establish a recruitment and selection process for minorities and under- represented individuals that gives emphasis to achieving representation of minorities on committees and other leadership and decision-making bodies of the JCEP member associations and JCEP.
- Establish an outreach public notification effort to increase awareness of the JCEP member associations' program benefits and activities.
- Seek to establish effective communications between the state associations/chapters, the national associations, 1862 and 1994 institutions to insure protection against discrimination contained in our policy.
- Ensure all information released to the public by the JCEP Board and the JCEP member associations will, as appropriate, contain no discriminative language.
- The Executive officials of the JCEP Board and the JCEP member associations will engage affirmatively in creative strategies to harness the talent and cultural diversity of our membership, for full and meaningful participation in the official business and activities of the associations.

Social Media Policy – under development

Fiscal Policies

1. JCEP Budget

- The JCEP Treasurer will present a proposed annual budget for approval at the August or September JCEP Board of Directors conference call.

2. Guidelines for Use of JCEP Funds

- It is not the intention or purpose of JCEP and its member associations to make a profit. However, a minimum balance of \$10,000 should be maintained by JCEP for cash and/or payments of obligations in the event of cancellation of a meeting/conference due to unforeseen reasons.
- Any funds over \$10,000 will be available for disbursement by JCEP. The intent of these disbursements should be for the mutual benefits of all member associations of JCEP, and based

on official action by the JCEP Board.

- Requests for payment from JCEP funds should be sent to the JCEP President. A receipt, invoice, or other proper documentation is necessary for payment. The JCEP President will review the submitted voucher and necessary documentation; sign the voucher if the voucher and documentation are found to be in order; and forward to the JCEP Treasurer for payment.
- At the June JCEP Annual Meeting, the Treasurer will present an accounting of income and expenditures of JCEP Leadership Conference funds.

3. JCEP Bd Mbr/Director Fiscal Responsibility for Participation in JCEP Sponsored Activities

- All JCEP Board Members participating in JCEP sponsored activities such as PILD, Leadership Conference or Galaxy Conference are expected to pay the full registration fee.

4. Guidelines for JCEP Contract

- The JCEP President shall sign all contracts for JCEP activities and JCEP sponsored events.

5. Guidelines for Securing Funds

- Securing financial resources from donors or sponsors should be to assist in funding JCEP's sponsorship of JCEP events, such as the Public Issues Leadership Development Conference where donor funds could be used to assist in reducing the cost for participants to attend (support for educational programs/materials make it easier for participants to attend), and for the JCEP Leadership Conference donor funds could be utilized to provide outstanding professional development. Any other funding secured by JCEP should be only after the program needs have been identified as a role JCEP should fulfill. Funding should begin early in order to plan effectively.
- Funds secured by JCEP should not compete for funds with member associations. In order to assure that competition does not happen, each member association should clear securing funds on behalf of JCEP with the JCEP Board prior to any contacts being made. If funding is sought from organizations already supporting one or more JCEP member associations, the funding source needs to be informed that such funding is in addition to support already provided. JCEP should not get into the practice of seeking funds for other purposes such as building a financial resource based without a program intent identified.

6. JCEP Refund Policy

- This policy is effective for any/all JCEP programming.
- Requests for refunds must be made in writing and mailed to designated person. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.
- Refunds will be granted as follows:
 - a. Refund requests postmarked at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.
 - b. Refund requests postmarked 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
 - c. Refund requests postmarked less than 14 days prior to the event will be NOT be granted.
- Refund appeals due to an emergency will be handled on a case by case basis by the JCEP Conference Chair and Co-chair of the event for which the refund is requested.
- Refunds will be submitted by the appropriate Conference Chair and/or Co-chair for approval by the JCEP Board at the next regularly scheduled JCEP Board meeting following receipt of the request.

7. Late Registration Fee for Workshops/Conferences

- A late fee of \$50.00 will be charged if the registration is received after the original due date.

8. Insurance

- Cancellation insurance for the JCEP Leadership Conference, PILD and JCEP meetings shall be purchased by the JCEP Board. The cost of the cancellation insurance will be split equally between the Leadership Conference and the PILD Conference. Cancellation insurance shall be purchased for the Galaxy Conferences. Professional liability insurance shall be purchased for the JCEP Board of Directors.

9. ECOP Meeting – JCEP President Expenses

- Expenses for JCEP President to attend the ECOP meeting will be paid by JCEP. Reimbursable expenses include economy airfare, ½ hotel room, \$45 per diem, tips as appropriate, airport parking and mileage at the current IRS rate, and registration. Single room expenses will be paid when a roommate is not available.

10. ECOP-Budget Representative Expense

- Expenses for the JCEP-ECOP Budget and Legislative Committee representative shall be paid by JCEP unless university, association/fraternity or some other source pays expenses. Reimbursable expenses include economy airfare, ½ hotel room, \$45per diem, tips as appropriate, airport parking and mileage at the current IRS rate, and registration if required. Single room expenses will be paid when a roommate is not available.

11. JCEP Board Meetings Expenses

- JCEP shall pay for equipment costs, meeting room space, breaks and meals that are a part of the JCEP Board meeting. Travel, lodging, tips, and other meals for JCEP members will be the responsibility of the respective member association...

12. Guidelines for Reimbursement of Expenses for Invited Guest to JCEP Events

- JCEP will cover the expenses for invited guests, including speakers as follows:
 - a. Economy airfare, 1/2 hotel room, \$45 per diem, tips as appropriate, airport parking and mileage at the current IRS rate, and registration if required. Single room expenses will be paid when a roommate is not available.
 - b. All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation and submitted by e-mail or fax to the JCEP President for approval within 30 days of when the event occurred.

13. Conference Planner/Executive Services

- JCEP may hire a conference planner/executive services to carry out agreed upon contracted services for JCEP Leadership Meeting, PILD, JCEP Board meetings and other JCEP sponsored events. (See Addendum for information and evaluation forms)

1. Policy Regarding Gifts and Special Recognition

- Appreciation gifts are traditionally presented to the outgoing President. The gifts to the outgoing President will be presented by the JCEP Traveling Team at the individual association meeting. The value of the gift shall not exceed \$100 and funds shall come from the JCEP Treasury. JCEP Board Members will receive certificates/plaques of appreciation at the respective annual session/meeting of their associations. The gift to the outgoing President and preparation of the certificates/plaques shall be the responsibility of JCEP President-elect.

2. Financial Review

- An annual internal financial review shall be conducted.

14. JCEP Internal Financial Review Procedures

- Secure all financial records (unused checks, cancelled checks, bank. statements, records, receipts, etc.) for the review period.
 - a. Randomly review checks for appropriate signatures.
 - b. Randomly match documentation (vouchers) to checks. Record check numbers reviewed.
 - c. Determine if all expenditures were authorized

- d. Randomly check to see if expenditures in records are found on the bank statement.
- e. List expenditures reviewed.
- f. Review numerical sequence of cancelled and unused checks. Note any missing checks.
- g. Check to see if books have been reconciled to bank statements on a regular basis.
- h. If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.

- i. Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.
- j. List any checks that are outstanding and date of issue.
- k. Review committee members sign report.

15. Galaxy Proceeds Distribution Policy

- The Galaxy proceeds distribution policy is developed to reflect the partnership in presenting the Galaxy Conference and the risk involved by each of the fully participating member associations. After all bills are paid (including loans from JCEP and JCEP member associations), the profits from Registration, Donations and Exhibits, if any, will be divided as follows:
 - a. 15% to JCEP
 - b. 25% to the host state
 - c. 30% to be divided equally to each fully committed JCEP member associations
 - d. 30% to be distributed based on association membership registered and participating in the conference. The registration process will be designed so participants will indicate all of their association memberships.
 - e. (Galaxy Policies in the Addendum has complete details.)

16. Conflict Of Interest

- The Joint Council of Extension Professionals, its' Components, and all Officers, Directors, Delegates, and Committee members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Corporation, in any and all actions taken by them on behalf of the Corporation in their respective capacities.
- If any Officer, Director, Delegate, or Committee member of the JCEP Corporation has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Corporation, including but not limited to transactions involving:
 - a. the sale, purchase, lease or rental of any property or other asset;
 - b. employment, or rendition of services, personal or otherwise;
 - c. the award of any grant, contract, or subcontract;
 - d. the investment or deposit of any funds of the Corporation; such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the Corporation, or its components to affect a decision to participate or not participate in such transaction.
- All Officers, Directors, Delegates, and Committee members are required to formally disclose to the Corporation any interests that could give rise to conflicts on an annual basis.

It is recommended that each JCEP member association incorporate appropriate policies and guidelines in their standing rules and/or policies and procedures to address conflicts of interest.

Document Retention and Destruction Policy

General Policy Definition

This policy provides for the systematic review, retention and destruction of documents received or created by the JCEP Corporation in connection with the transaction of business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Corporation's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The JCEP Corporation follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time. Not all of the documents listed below are found in the JCEP Corporation; however, these guidelines are to be followed in the event the JCEP Corporation should create or receive such a document.

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents.....	Permanent
Fixed Asset Records.....	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter.....	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general).....	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements.....	Permanent
Depreciation Schedules	Permanent
General Ledgers.....	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records.....	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices.....	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers.....	3 years
Cash Receipts.....	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers.....	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation.....	7 years

Electronic Fund Transfer Documents 7 years

Payroll and Employment Tax Records

Payroll Registers Permanent

State Unemployment Tax Records Permanent

Earnings Records 7 years

Garnishment Records 7 years

Payroll Tax returns 7 years

W-2 Statements 7 years

Employee Records

Employment and Termination Agreements Permanent

Retirement and Pension Plan Documents Permanent

Records Relating to Promotion, Demotion or Discharge 7 years after termination

Accident Reports and Worker’s Compensation Records 5 years

Salary Schedule 5 years

Employment Applications 3 years

I-9 Forms 3 years after termination

Time Cards 2 years

Other Records

Donor Records and Acknowledgement Letters 7 years

Grant Applications and Contracts 5 years after completion

Legal, Insurance and Safety Records

Appraisals Permanent

Copyright Registrations Permanent

Environmental Studies Permanent

Insurance Policies Permanent

Real Estate Documents Permanent

Stock and Bond Records Permanent

Trademark Registrations Permanent

Leases 6 years after expiration

OSHA Documents 5 years

General Contracts 3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Corporation’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Corporation operating in an emergency will be duplicated or backed up at least every week.

Document Destruction

Destruction of financial and other sensitive documents will be accomplished by shredding once the retention requirements have been met. Document destruction **will be suspended immediately**, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Corporation. The Board of Directors will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

Whistleblower Policy

General

The Joint Council of Extension Professionals' Code of Ethics and Conduct ("Code") requires Officers, Directors, Delegates, and Committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of JCEP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Officers, Directors, Delegates, and Committee members to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Officers, Directors, Delegates, and Committee member who in good faith report a violation of the Code shall suffer harassment, retaliation or adverse consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from the Board. This Whistleblower Policy is intended to encourage and enable people to raise serious concerns within the JCEP Board of Directors prior to seeking resolution outside the JCEP Board of Directors.

Reporting Violations

The Code addresses the JCEP Board of Director's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with that person or you are not satisfied with their response, you are encouraged to speak with another Board Member whom you are comfortable in approaching. Board Members are required to report suspected violations of the Code of Conduct to the Board's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the JCEP Board of Director's open door policy, individuals should contact the Board's Compliance Officer directly.

Compliance Officer

The JCEP Board's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The JCEP Board's Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Addendum

Contents

Risk Management Form

Excellence in Teamwork Award

Application for ECOP Representative

Leadership Conference Guidelines

PILD Conference Guidelines

GALAXY Conference Guidelines

Strategic Plan

Plan of Action

Conference Planner Expectations and Evaluation Form

Risk Management is in relation to removal of members of the Board or Officers of the JCEP Board.

Risk Management/Liability

It is recommended that JCEP member associations use the following risk management checklist to guide JCEP work/business.

Risk Management Checklist

_____ JCEP officers should use good faith in carrying out their responsibilities and use due diligence - keep informed about all important association matters.

Officers and directors shall:

- Attend all board and association meetings.
- Review bylaws, articles of incorporation and financial statements.
- Avoid any conflicts of interest.
- Have legal counsel closely supervise any JCEP activities having legal ramifications.

_____ Identify who may seek or act for JCEP on legal matters and other policy matters.

_____ Legal counsel review convention contracts signing.

_____ Prudently manage the affairs of JCEP.

_____ Define JCEP's purposes, goals, and policies.

_____ Keep detailed minutes. Any dissent or objection filed should be noted.

_____ Treasurer and other officers handling large sums of money should be bonded.

_____ President provides guidance for the JCEP Board and is legally responsible for the JCEP Corporation.

_____ Know the laws regarding liability in the state where JCEP is incorporated.

_____ Indemnification in By-laws, if the law permits (state where you are incorporated).

Joint Council of Extension Professionals (JCEP)
Application Form for JCEP Liaison to the
Budget and Legislative Committee of the
Extension Committee on Organization and Policy (ECOP)

Applicant must be a Past President of a JCEP member association and have served on the National JCEP Board

Name _____

Office Address _____

City _____ State _____ Zip code _____

Telephone _____ FAX _____

Email _____

Current Position _____

List other Extension appointments. Indicate if they were county, district or state positions.

Educational Background: BA/BS _____ MS _____ Other (Specify) _____

JCEP member associations: (Indicate years of membership in all that apply):

_____ ESP _____ NACAA _____ NAE4-HA _____ NEAFCS _____ ANREP _____ NACDEP
 _____ Years served on the National JCEP Board _____ Association Represented

Please provide the following information. Limit to two additional pages. Please supply a letter of support from your Extension Director with this application. This is a three-year appointment. JCEP provides financial support, if needed. (State financial support would be appreciated.)

- Professional association leadership activities within the past five years
- Leadership activities in Extension (other than association) within the past five years. Please explain your role.
- Extension experience related to budget development, public issues, legislative issues, etc. that may have a direct or indirect relationship with the responsibilities of the ECOP budget committee. Have you attended a PILD conference sponsored by an Extension professional association or JCEP?
- Explain why you are interested in this position.

Signature of Applicant _____ Date _____

State Association President _____ Date _____

State Extension Director _____ Date _____

Application is due to JCEP President by August 31, 2013



Excellence in Teamwork Award

Sponsored by

Joint Council Of Extension Professionals

The Joint Council of Extension Professionals sponsors this award annually to encourage and recognize successful Extension team programs or projects that demonstrate effective performance and significant result impacts at community, area, state or multi-state levels.

Award

Two awards of \$500 each and one plaque per team and certificates to individuals will be presented.

Purpose

The purpose of this award is to recognize outstanding Extension programs or projects in the nation conducted by a team and reward those that have achieved significant outcomes.

Eligibility

1. Entries must be submitted by a team of three or more members.
2. Program/project must have been conducted within the past three years.
3. Program/project must involve at least two or more different program areas (i.e. agriculture, 4-H Youth Development, family and consumer science, natural resources or community development).
4. At least 50% of the team members must be current members of at least one of the national Extension professional associations and employed by Extension at the time the program/project was conducted.
5. There is no limit on the number of entries from any one state.

Due Date

April 1, of current year– application must be submitted electronically as a Word document to the JCEP President-elect. Additionally a hardcopy of the application carrying a postmark no later than April 1, of current year, is to be sent to the JCEP President-elect.

Application

1. Title Page (see format attached)
2. Abstract of one hundred and fifty (150) words or less to summarize program.

3. Narrative - Describe significant program accomplishments in six (6) double-spaced 8 x 11 pages or less in font not less than 12 point with 1" margins using the following format.
 - a. Situation Statement. Describe the need for the program including what makes this program unique.
 - b. Describe the target audience, their participation, involvement, and contribution.
 - c. State the programs measurable goals and clientele based objectives.
 - d. Describe outcomes/results/impacts in relationship to the measurable goals and clientele based objectives.
 - e. Explain the role of each Extension team member. Indicate the percent of time (1 yr. = 100%) contributed by each member to the project.
 - f. Describe collaborations/partnership within and external to the Extension System.
 - g. Describe how this program addressed the need of a diverse audience. Include specific examples used to attract a diverse audience to the program and indicate level of success.
4. Supplementary materials are optional and are limited to three (3) pages. This may include pictures; news clippings or letters (Print material only).
5. Four (4) letters of support, at least one of which shall be from a state JCEP member association president.
6. Submit complete application electronically as a Word document to JCEP President-elect. Additionally a complete hardcopy of the application is to be mailed to the JCEP President-elect with a postmark no later than April 1 of the current year.
7. Any application not following the above guidelines will be eliminated from consideration for this award.

Judging

Judging will be based on the following criteria:

1. Scope of teamwork and collaboration among Extension colleagues and external partners	30%
2. Successful outcomes/results/impacts related to measurable goals and clientele based objectives	30%
3. Diversity addressed	15%
4. Innovative design to meet program need.....	15%
5. Justification for program issue needs. (situational statement).....	5%
6. Quality of application including format and neatness	5%
 TOTAL	 100%

Procedure

- Submit completed application, including abstract and title page, electronically as a Word document to the JCEP President-elect by April 1, of the current year. Additionally a complete hardcopy of the application is to be mailed to the JCEP President-elect with a postmark no later than April 1, of the current year.
- The winners will be announced and awards presented annually at a JCEP sponsored event or national conference as determined by the Team Leader.
- Provide information on who to make check payable to if selected.

**Joint Council of Extension Professionals
2011 Excellence in Teamwork Award**

Title of Project

State/Unit submitting

Team Leader

If selected for the award, the check
should be payable to:

Submitted by team members:

(Name)

(Title)

(Association Affiliation)

Public Issues Leadership Development Conference Guidelines

PILD Mission:

To provide leadership and advocacy skills to effect public issues.

Objectives:

- Broaden understanding of public policy issues that impact Extension and Extension clientele.
- Enhance advocacy and public policy education skills.
- Learn how the changing political environment affects support for Extension.
- Build political and public support for Extension through consistent and targeted communication with decision-makers.
- Strengthen existing partnerships and explore new linkages with local, state and federal agencies.
- Visit with federal legislators and decision makers to observe the political process in action.

PILD Planning Committee

- Committee consists of two members from each JCEP member association plus the JCEP President or designee and the PILD Conference Chair. Neither the Chair of PILD, nor the JCEP President or JCEP President's designee are counted as members representing a specific JCEP member association on the PILD Planning Committee. These two individuals are additional members of the PILD Planning Committee.
- The expenses of the PILD Chair and the JCEP President or JCEP President's designee serving on the PILD Planning Committee are paid by JCEP
- PILD Planning Committee Chair and PILD Planning Committee Vice Chair shall come from the current PILD Planning Committee.
- PILD Planning Committee Vice Chair will assume duties as PILD Planning Committee Chair at the close of the annual PILD Conference.
- The PILD Planning Committee Chair shall facilitate all activities/functions of the PILD Planning Committee.
- The PILD Planning Committee Vice Chair shall assume all duties of the chair in their absence.
- PILD Chair shall work with the JCEP Board in planning the PILD Conference and the PILD Summer/Fall Planning Meeting.
- Propose dates and location for to be approved by the JCEP Board
- PILD Planning Committee may negotiate a two (2) year hotel contract with an escape clause after one year. All contracts—(hotels, speakers, etc). -- are to be signed by the JCEP President.
- Prepare a budget for PILD and submit to JCEP Board for approval
- Determine theme, select speakers/program, and arrange JCEP sessions
- Work with conference planner to prepare and send registration materials
- Coordinate AV needs
- Provide evaluation of workshops
- Make onsite hotel decisions

Expenses: JCEP will cover the expenses as follows:

- Meals not covered as part of the meeting up to \$45 per day, receipts required
- Mileage at the current IRS rate of reimbursement.
- Expenses include economy airfare including 1 checked bag, ½ hotel room rates, per diem of \$45 per day, tips as appropriate excluding meals, car/shuttle fare, parking fees.

- All reimbursable expenses must be submitted on the JCEP Operations Expense Voucher with appropriate documentation attached and submitted by e-mail or fax to the JCEP President for approval within 30 days of when the event occurred.

Vice Chair Selection Process

- The current PILD Planning Committee Vice Chair will call for the PILD Planning Committee Vice Chair nominations for the next year.
- All current PILD Planning Committee members have the opportunity to submit their name to the current PILD Planning Committee Vice Chair for consideration to be the PILD Planning Committee Vice Chair for the next year.
- The current PILD Planning Committee Vice Chair shall present all names of candidates to the entire PILD Planning Committee. Selection shall be by committee vote.
- The name of the selected PILD Planning Committee Vice Chair is submitted to JCEP Board for final approval.
- PILD Planning Committee Vice Chair must have a letter of support from the association they represent on the PILD Planning Committee
- PILD Planning Committee Vice Chair must have a letter of support from their Extension Director

Responsibilities

JCEP Member Associations

- Provide current data base of members to receive invitations
- Provide regional officer list
- Promote attendance
- Plan/conduct association business/training/professional development in the allotted time slot.
- Cover cost incurred by individual association (e.g. AV, print materials, presenters)

JCEP President or Designee

- Serve as communications link between the PILD Planning Committee and the JCEP Board
- Provide assistance to the PILD Planning Committee as they plan each year's conference
- Sign all contracts (hotel, speaker, etc.) for the PILD Conference.

Conference Planner

- Work with PILD Planning Committee Chair and the PILD Planning Committee to develop conference planning timeline.
- Work with PILD Planning Committee to select hotels
- Serve as primary contact with hotels - makes room, meal and AV arrangements that are approved by PILD Planning Committee Chair
- Participate in Summer/Fall, face to face PILD Planning Committee meeting.
- Prepare and distribute registration materials
- Determine individual meal costs (for guest meals)
- Receive registration information and fees, remit fees to JCEP Treasurer
- Send registration confirmations including suggestion to visit JCEP web site for updates
- Prepare on-site registration material
- Provide attendance lists – alphabetical by member association
- Provide receipts for all registrants indicating method of payment (check, credit card, etc.) and association

- Print program with JCEP and member association logos
- Prepare name tags
- Prepare attendance list to distribute to attendees
- Review hotel bills and negotiate discrepancies
- Prepare financial report for each meeting
- Maintain credit history

Contact Person for Planner

PILD Planning Committee Chair

Detailed List of Responsibilities

Date/Locations/Hotels

The PILD Planning Committee will work with the JCEP President or designee and the conference planner to identify dates and location for the conference. To accomplish this in a timely manner, the RFP will be sent out by August 1 (or about 20 months) prior to the event. Bids are to be sent to the conference planner who presents the bids to the PILD Planning Committee at the Summer/Fall PILD Planning Committee Meeting. The PILD Planning Committee decides which bid to accept and JCEP president or designee presents the PILD Planning Committee's recommendations at the Winter JCEP Board Meeting for approval of location and dates. The JCEP Board asks that the PILD Planning Committee investigate the financial advantages and/or disadvantages of multi-year contracts when seeking bids for the PILD Conference location and dates.

Location priorities include accessibility (proximity of major airports, hotel shuttle service, etc.), cost (room, meeting space, transportation), and access to the metro.

Space needs include:

- Convenient registration area
- 1 large meeting room - general sessions/meals
- Meeting/storage room
- 3 - 5 breakout rooms for training sessions

Program Schedule

The following program schedule is suggested only as a guide based on previous experiences.

Sunday

- Evening Registration
- Twilight D.C. Tour

Monday

- Morning general session and possible breakouts
- Afternoon breakout sessions
- Evening Associations' Night Out (or other options)

Tuesday

- Breakfast with NIFA Program Leaders, NIFA administrator and other VIP guests.
- Morning Breakout sessions
- Afternoon Cap note Speaker and Closing Session

- Evening State's Night Out

Wednesday

- All day visits to Capitol Hill

Finances

(The JCEP Board must approve the final budget about 4 months prior to the event)

Develop a budget, including but not limited to:

- Meals
- Morning/afternoon breaks
- Printing costs - registration brochure, program, tickets, etc
- Cancellation Insurance
- Name tags
- Transportation (only for entire group activities during actual meetings)
- Entertainment (optional)
- Postage
- Speakers
- Complimentary meals (speakers & guests)
- Meeting room rental
- AV equipment
- Credit card/merchant fees – budget for 3-5% to cover credit card fees
- Miscellaneous – incidentals (\$5-10 per registrant)
- JCEP Operating fund - 10% per registrant of budget
- Conference planner fees

Expenses Associated with the PILD Conference

Planning Committee Chair:

1. Summer/Fall planning meeting – JCEP will cover expenses as follows:

- **Economy airfare** including 1 checked bag, 1/2 hotel room rate, per diem of \$45 per day, tips as appropriate excluding meals, taxi/shuttle fare, parking fees, mileage at current IRS rate. (See PILD Document, JCEP Leadership Workshop Document, and Galaxy Document in Addendum for specifics for each activity.)
--complimentary suite provided by the hotel (not a cost incurred by JCEP)
- All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation attached, and submitted by e-mail or fax to the JCEP President for approval within 30 days of when the event occurred.

2. PILD Conference Chair Expenses for PILD Conference:

- All of the above plus PILD Conference registration will be paid by JCEP.

JCEP President or designee expenses:

1. Summer/Fall planning meeting – JCEP will cover the expenses as follows:

- Expenses include **economy airfare** including 1 checked bag, 1/2 hotel room rate, per diem of \$45 per day, tips as appropriate excluding meals, taxi/shuttle fare, parking fees, mileage at current IRS rate. (See PILD Document, JCEP Leadership Workshop Document, and Galaxy Document in Addendum for specifics for each activity.)

- All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation attached and submitted by e-mail or fax to the JCEP President-elect for approval within 30 days of when the event occurred.
- 2. PILD Conference-- JCEP will cover the expenses as follows:**
- Expenses include registration, economy airfare including 1 checked bag, ½ hotel room rate, per diem of \$45 per day, tips as appropriate excluding meals, taxi/shuttle fare, parking fees, mileage at current IRS rate.
 - All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation attached and submitted by e-mail or fax to the JCEP President-elect for approval within 30 days of when the event occurred.

PILD registration fee is waived for all members of the JCEP Executive Committee. JCEP Executive Committee must register directly with conference registration office.

Planning Committee expenses:

1. PILD Summer/Fall Planning Committee Meeting – One member per association – JCEP will cover the expenses as follows:
 - Expenses include economy airfare including 1 checked bag, ½ hotel room rate, per diem of \$45 per day, tips as appropriate excluding meals, taxi/shuttle fare, parking fees, mileage at current IRS rate
 - All reimbursable expenses must be submitted on the Operations Expense Voucher with appropriate documentation attached, and submitted by e-mail or fax to the JCEP President for approval within 30 days of when the event occurred.
2. PILD Conference –Member associations are responsible for covering their committee members' expenses during PILD, including registration.

Conference Planner Fee

The Conference Planner will provide the credit history necessary to establish credit and billing at the regional host facilities.

A Cancellation Insurance policy that covers all JCEP sponsored events (National Leadership Conference, PILD, GALAXY, etc) is purchased by the JCEP President. Premium costs are prorated to sponsored events based upon total revenue of each event.

PILD Planning Committee Chair is the only person authorized to approve of unplanned, "extra", expenditures that will affect the entire meeting, i.e. coffee, food, etc. The PILD Planning Committee Chair may approve expenditures of this type only if they are within the PILD Budget. If the amount in question is over the PILD Budget the decision for the expenditure must be made jointly by the PILD Chair, PILD Vice Chair and the JCEP President or JCEP President's designee.

Registration and Registration Fee

Registration information must include:

- Registration cost
- Registration deadline – at least one month prior to the conference
- Late registration fee information
- *Refund Policy – see fiscal issues section of JCEP Handbook*

- Hotel reservation information including hotel address, phone number, 800 numbers if available and Web address.
- Special event information
- Registration forms shall request email address for participant
- Confirmation will be sent to participants electronically with a reminder to check the JCEP web site for updates
- Cancellation information
- Shuttle/ground transportation information
- Conference planner contact information (phone number/e-mail address)
- Reference to JCEP Web site for participants to access further information on preparing for their trip to Washington, D.C.
- Information and contact person to coordinate those wishing to share a room.

At least three months prior to the conference extend invitations to:

- State/territory presidents/president-elects
- Regional Directors of all JCEP member associations
- JCEP member association executive boards
- Other guests; states Extension director/administrator, program leaders, etc.
- 1890 Agents/institutions
- 1994 Tribal Colleges
- ECOP/NIFA representatives (liaisons) to JCEP

On-site registration packets shall contain the following:

- Receipt
- Name tag
- Program
- List of conference attendees
- Local area information i.e. sites of interest, restaurant, etc. (optional)
- Copy of evaluation may be included or information on accessing the evaluation which will be placed on the Web following the conference.

Reports and Evaluation

(Planning Committee Chair or designee is responsible for these activities.)

- Work with Conference Planner to keep accurate records of attendance, costs, etc.
- Develop, distribute, collect, tabulate and summarize an evaluation instrument and data.
- Submit final reports to JCEP at June meeting.

Overall Time Line and Checklist

20 months out:	Conference planner sends out RFP for a location. (This may be done once every two years if a two year contract has been approved.) Develop budget, determine registration fees, secure speakers.
18 months out:	Conference planner presents bids and makes suggestions to PILD Planning Committee. The PILD Planning Committee elects a chair for this event among its current members.
16 months out:	JCEP President or designee presents bids at JCEP Winter Meeting and JCEP approves dates and location for PILD to be held the following year, and the PILD Planning Committee Chair for this event who was elected by the current PILD Planning Committee. Conference planner will then secure hotel.

- 12 months out: Begin planning for next year's conference at debriefing meeting following conference.
- 9 months out: Begin process of budget development, determine registration fees, secure speakers.
- 4 months out: Conference planner requests JCEP member association data base/ mailing lists. JCEP approves final budget and registration announcement brochure.
- PILD Planning Committee submits information for invitations.
- Conference Planner creates meeting invitations.
- Registration materials to be distributed and posted on JCEP website.
- 3 months out: PILD Planning Committee submits preliminary program to Conference Planner.
- Confirmations to be sent on receipt of registration meal selections, etc.
- 1 month out: Communicate equipment needs, room set-up, etc.

PILD Conference is held

Two months post-conference:

- PILD Planning Committee Chair submits final report and preliminary evaluations to JCEP President.
- Send records to the next PILD Planning Committee Chair.
- JCEP treasurer submits final financial report.

Adopted by the Joint Council of Extension Professionals' Board, March 15, 2010

JCEP Leadership Conference Planning Guidelines

Purposes of the JCEP Leadership Conferences:

- Provide Training for JCEP member association officers and members
- Conduct association business
- Provide leadership development training
- Provide networking opportunities for associations and states

Planning Committee

- The JCEP Leadership Conference Planning Committee is an internal committee of the JCEP Board consisting of current board members.
- Committee consists of one member from each of the JCEP member associations.
- Committee Vice Chair will assume duties as Committee Chair at the close of the annual Leadership Conference(s).
- The Committee Chair will facilitate all activities/functions of the Planning Committee.
- The Committee Vice Chair will assume all duties of the chair in their absence.
- The Committee Vice Chair will be responsible for working with JCEP member association Regional Directors or Representatives to coordinate their involvement and needs into the JCEP Leadership Conference.
- Work with JCEP Board and JCEP member association representatives in planning meetings.
- Propose dates and location(s).
- Leadership Conference Planning may negotiate a 2 year hotel contract with an escape clause after one year...
- Prepare budget
- Determine theme, select keynote speaker, and work with member associations to facilitate breakout needs.
- Work with Conference Planner to prepare and send registration materials.
- Coordinate AV needs
- Provide evaluation of conference(s).
- Make onsite hotel decisions.

Vice Chair Selection Process

- Incoming Vice Chairs will be appointed by the JCEP President and approved by the Board.

Responsibilities of the JCEP Member Associations

- Provide current data base of members to receive invitations
- Provide regional officer list
- Promote attendance
- Plan/conduct association business/training
- Cover cost incurred by individual member association (e.g. AV, print materials, presenters)

Conference Planner Responsibilities

- Develop conference planning timeline in collaboration with Leadership Conference Committee.

- Work with committee to select hotels
- Serve as primary contact with hotels, placing room, meal and AV orders
- Prepare and mail registration materials
- Determine individual meal costs (for guest meals)
- Receive registration information and fees, remit fees to JCEP Treasurer
- Send registration confirmations
- Prepare on-site registration material
- Attendance lists – alphabetically by member association
- Receipts for all registrants indicating method of payment (check, credit card, etc.) and member association
- Printed program
- Name tags
- Attendance list to distribute to attendees
- Review hotel bills and negotiate discrepancies
- Prepare financial report for each meeting
- Maintain credit history

Detailed list of Committee Responsibilities

Date/Locations/Hotels

- Leadership Conference Chair will work with the Committee and the JCEP Conference
- Planner to identify dates and locations for the conference(s). The JCEP Conference Planner will identify hotels in the selected location(s) and work with the Chair in finalizing plans. Location priorities include accessibility (proximity of major airports, hotel shuttle service, etc.) and cost (room, meeting space, transportation).
- Committee submits for approval, proposed dates and program plans for conference(s) at the JCEP Winter Meeting one year prior to hosting.

Space needs include:

- 1 large meeting room for joint sessions and meals
 - Up to 6 breakout rooms for association meetings
 - Break area or room
 - Member association specific needs (optional breakout rooms for associations – some may need up to 4)

Program /Schedule

Program is to include:

- 1/2 day educational program coordinated by the Committee.
- 1 1/2 day of member association business/training
- Presentation by JCEP traveling team
- Report from NIFA, APLU and ECOP – this may be given by JCEP member
- Evening Programs – optional
- Day 1 – all member association dinner/program
- Day 2 – open, regional event, member association event, states' night out, etc.
- Work with member association directors or representatives to include them on the program in the group sessions/meal functions.
- Determine and communicate with the JCEP "Traveling Team" as to the best time for the JCEP group presentation

- The Committee Chair or their designee should emcee the first joint function.
- Recognize all JCEP member association national officer and regional directors, special guests, 1862, 1890 and 1994 college institution officials, extension administrators and university guests.
- Work with JCEP Conference Planner to develop printed program with JCEP and member association/fraternity logos.

Finances

Develop a budget in cooperation with Conference Planner, including but not limited to:

- Meals
- Morning/afternoon breaks
- Printing costs – registration brochure, program, tickets, etc.
- Cancellation Insurance
- Name tags
- Transportation (only for entire group activities during actual meetings)
- Entertainment (optional)
- Postage
- Telephone
- Speakers
- Complimentary meals (speakers & guests)
- Meeting room rental
- AV equipment
- Credit card/merchant fees – budget for 3-5% to cover credit card fees
- Miscellaneous – incidentals (\$5-10 per registrant)
- JCEP Operating fund –10% OF GROSS REVENUE
- Conference Planner fee
- The Conference Planner will provide the credit history necessary to establish credit and billing at the host facilities.
- A Cancellation Insurance policy that covers all JCEP sponsored events (Leadership Conferences, PILD, Galaxy, etc.) is purchased by the JCEP President. Premium costs are prorated to sponsored events based upon total revenue of each event.

Registration and Registration Fee

Registration information must include:

- Registration cost – same fee for all sites
- Registration deadline – at least one month prior to first event
- Late registration fee information

Refund Policy – see fiscal issues section of JCEP Handbook

- Hotel reservation information (avoid 800#s) address and phone number
- Special event information
- Registration forms shall request email address for participant
- Confirmation will be sent to participants electronically
- Cancellation information
- Shuttle/ground transportation information
- Conference planner contact information (phone number/email address)

At least three months prior to the meeting extend invitations to:

- State/territory JCEP member association presidents/president-elects

- Regional Directors of all member associations/fraternity
- JCEP member association/fraternity executive boards
- Other guests; States director/administrator, program leaders, etc.
- 1890 Agents/institutions
- 1994 Tribal Colleges
- ECOP/NIFA/APLU representatives (liaisons) to JCEP

On-site registration packets shall contain the following:

- Receipt
- Name Tag
- Program
- Evaluation
- List of conference attendees
- Local area information, (i.e., sites of interest, restaurants, etc. (optional))

Work with JCEP Member Association Regional Directors or Representatives

Via e-mail or conference call, Committee Vice Chair will work with member association regional directors or representatives 3 months prior to the actual meeting – Communicate via email whenever possible.

Things to cover:

- Space needs
- Room set-ups
- Equipment needs
- AV equipment costs and options (bringing, on- site, sharing, etc.)

Responsibilities of each JCEP member association:

- Promote registration for the JCEP Leadership Conference
- Assist with welcomes, emcees, announcements, and other meeting facilitation when requested
- Plan member association specific meal functions (not included in the JCEP program)
- Plan member association breakout meeting functions

Financial policies:

Leadership Conference Chair is the only one to approve of “extra” expenditures that will affect the entire meeting, i.e. coffee, food, etc. Any other additional “costs” will be billed directly to that particular regional director/member association/fraternity.

Reports and Evaluation

Work with Conference Planner to keep accurate records of attendance, costs, etc.

Develop, distribute, collect and tabulate an evaluation instrument.

Submit final reports to JCEP at June meeting.

Overall Time Line and Checklist

One year out:

- Committee presents proposed dates/location and program subject at the JCEP Winter Meeting.
- Work with JCEP Conference Planner to secure hotels at selected sites with all contracts signed by the JCEP President.
- Identify speakers

Ten months out:

- Secure speakers

Five months out:

- Develop budget
- Determine registration fees

Four months out:

- Conference Planner requests member associations/fraternity data base mailing lists
- Committee submits information for regional meeting invitation
- Conference Planner creates meeting invitations
- Committee reviews/approves invitation

Three months out:

- Registration materials to be mailed and posted in JCEP website
- Committee submits preliminary national program to Conference Planner
- Confirmations to be sent on receipt of registration, meal selections, etc.
- Leadership Conference Chair holds conference call with member associations' national directors or representatives to share conference plans and to request needed information

One month out:

- Communicate equipment needs, room set-up, etc.
- Final programs submitted to Conference Planner

June:

- Submit final report and summary of evaluations to JCEP President
- Treasurer submits final conference(s) financial report

Document Approved by the JCEP Board, July 2010

Galaxy Policies and Guidelines

Introduction

Galaxy Professional Development Conference Purpose and Philosophy

The “Galaxy” Conference provides a unique opportunity to work together on a joint conference while celebrating the diversity of the individual JCEP member associations.

Every five years the Joint Council of Extension Professionals sponsors and provides leadership for a Galaxy Conference for the entire Extension System. This conference invites participation from all JCEP member association, ECOP and other partners critical to the Extension mission.

The Galaxy Conference:

- Allows the JCEP member associations to showcase their work as a unified group of extension professionals who are a viable and responsive force dealing with people's needs, opportunities and challenges.
- Demonstrates Extension’s commitment to teamwork and synergy.
- Provides an opportunity to foster a sense of common purpose and organizational unity through conference-wide participation by many association members and guests.
- Provides Extension professionals an opportunity to attend professional development programs offered by all JCEP member associations.
- Provides exceptional resources and speakers for general sessions that might otherwise not be possible for individual associations.
- Provides a unique opportunity to collaborate across disciplines.
- Provides opportunities to present peer-reviewed materials and participate in scholarly professional development in a national setting.
- Enhances the visibility, stature and reputation of the Extension System.
- Provides for effective use of limited resources of Extension professionals and their associations.
- Focuses on a common mission as part of the Extension System and improves Extension’s visibility as the premier public educational provider.
- Provides opportunities for participating JCEP member associations to accomplish key annual association objectives while participating in a joint meeting.
- Provides opportunities for professional networking within Extension.

Galaxy Conferences seek to involve and motivate participation by five primary audiences:

- Extension JCEP member association members
- Host institutions and organizations
- Extension administrators at the national, state and county level
- Professional associations’ leadership
- Exhibitors and sponsors

In this guideline “fully committed” is defined as:

- Supporting the mission of a joint professional development session of all JCEP member associations.
- Providing members for the Galaxy Steering Committee
- Providing volunteers for sub-Committees

- Promoting the Conference by supporting the effort of the Galaxy Steering Committee, and
- Committing to omitting separate JCEP member association meetings during the year of Galaxy with necessary association functions occurring during the Galaxy Conference.
- Sharing in profits or losses, if any.

Galaxy Steering Committee

The Galaxy Conference Steering Committee will be composed of two representatives from each of the sponsoring JCEP member associations plus the chair, vice chair, a host state/region site coordinator, and a JCEP liaison. The travel expenses for all members of the Galaxy Steering Committee will be paid from Galaxy Conference funds as they are incurred, according to the JCEP policy for travel expense reimbursement. Travel expense forms are found on the JCEP website. If JCEP does not have sufficient funds they will ask the participating JCEP member associations for loans to acquire necessary resources to cover costs of planning. Loans (with or without minimal interest) will be part of the budget and reimbursed at completion of the conference. If a committee member resigns, it is the responsibility of the respective JCEP member association to appoint a replacement.

Suggested Guidelines in selecting the Galaxy Steering Committee

- All members of a Galaxy Steering Committee are expected to be open-minded and respectful, and must have excellent communication and interpersonal skills.
- The Chair and Vice Chair should have documented experience and a proven track record of strong leadership skills and must be open to the ideas and needs of all JCEP member associations involved and be willing to compromise for the good of the conference.

JCEP Member Association Representatives

- Member associations should consider the skills and experience their representatives bring to the Galaxy Steering Committee (i.e. prior experience in planning and executing national meetings, committee work, etc.).
- Each member association is responsible for selecting two representatives who embody the diversity of their association.
- Proximity of representatives to the meeting location to minimize travel should not be the major factor considered when selecting a representative.
- Member association representatives should have documented experience in planning national meetings and a proven track record of strong leadership skills and must be open to the ideas, compromises and needs of all participating associations.
- Member association representatives are expected to commit to participation in all conference calls and face-to-face meetings.
- Member association representatives must have the written approval of their Extension leadership, as appropriate to their association, to participate in Galaxy planning.

Selection of Chair & Vice Chair

An application process will be used to select a chair and vice chair for the Galaxy Steering Committee. It is recommended that the chair and vice chair will be selected from different JCEP member associations. An appointed committee of JCEP Board members will review the applications and make a recommendation to the JCEP Board for approval. The JCEP Board recognizes that flexibility may be needed in determining the final composition of the Galaxy Steering Committee to adequately address issues of skills and diversity. The duties of the Chair and Vice Chair of the Galaxy Steering Committee

may be adjusted with the agreement of the JCEP Board. Committee membership will be approved during the JCEP Summer Board Meeting that is three and one-half years prior to the conference.

Selection of JCEP Liaison

The JCEP Board will appoint a President-elect from one of the JCEP member associations who agrees to continue on the JCEP Board for one additional year following their JCEP term to serve as JCEP Liaison to the Galaxy Steering Committee. This person will be appointed during the JCEP Summer Board Meeting that occurs three and one-half years prior to the conference.

Specifically, with the JCEP Liaison to the Galaxy Steering Committee being selected 3 1/2 years prior to the Galaxy Conference--this means the person selected is presently serving as the President-elect of their respective JCEP member association and will have completed approximately 9 months of the first year of a three year term on the JCEP Board. The person selected will have all expenses related to serving on the JCEP Board paid by their respective JCEP member association. Any expenses associated with serving on the Galaxy Steering Committee will come from Galaxy funds.

In the person's second year on the JCEP Board they are President of their respective JCEP member association and their expenses related to serving on the JCEP Board will be paid by their respective JCEP member association. Their expenses for serving on the Galaxy Steering Committee will come from Galaxy funds.

In the person's third year on the JCEP Board they are Past President of their respective JCEP member association and their expenses related to serving on the JCEP Board will be paid by their respective JCEP member association. Their expenses for serving on the Galaxy Steering Committee will come from Galaxy funds.

In the person's fourth year they are off the board of their respective JCEP member association and they are continuing in their role as JCEP Liaison to the Galaxy Steering Committee. For this fourth year all of their expenses related to JCEP Board activities will be paid by JCEP and their expenses for serving on the Galaxy Steering Committee will come from Galaxy funds.

Selection of Host State/Region Representatives

The host state or region will select two representatives to serve as Host State Representatives. JCEP will pay the expenses of one representative to attend face to face meetings of the Galaxy Steering Committee. Both will serve on the Galaxy Steering Committee. The individuals will be expected to serve as liaison to the planning committee with duties determined by the Galaxy Steering Committee. The planning committee will begin meeting during the year three years prior to the date of the conference.

Selection of Participating Association Representatives

Each fully participating JCEP member association will choose two professionals to serve on the Galaxy Steering Committee. JCEP member associations should select the best qualified representatives irrespective of their proximity to the host site. JCEP member association representatives should have documented experience and a proven track record of strong leadership skills. They must be open to the ideas and needs of each of the participating organizations and be willing to compromise for the good of the conference. These representatives will be identified by the JCEP member associations no later than the Summer JCEP Board Meeting three and one half years prior to the date of the conference.

Executive Committee

The Executive Committee will consist of chair, vice chair, host state/region representative (1) and the JCEP liaison.

The Executive Committee will determine its meeting schedule in conjunction with the Galaxy Steering Committee. The Executive Committee will determine when the full Galaxy Steering Committee meetings will be held. Face-to-face committee meetings, one per year, not to exceed a total of three, will be held in locations that minimize travel expenses.

Duties of Chair

- Provide leadership for the work of the Galaxy Steering Committee.
- Convene, plan and preside over official meetings of the Galaxy Steering Committee. These include face-to-face meetings as well as conference calls appropriately timed to the work of the committee.
- Actively participate in all meetings of the Galaxy Steering Committee.
- Submit written Galaxy Steering Committee reports to JCEP President to be shared with the JCEP Board; provide oral reports as requested.
- Submit final draft of Program to JCEP Board for review no later than the JCEP Winter Board Meeting in the year of the conference.
- Submit the minutes of the regular Galaxy Steering Committee meetings to the JCEP President within thirty days to be posted on the Galaxy website for easy access.
- Work directly with the conference planner (if one is hired) to coordinate contracts, scheduling, and other logistics.
- Contact Extension Directors, ECOP, NIFA, APLU, and National Program Leaders at least two years prior to the conference to invite their registration and participation and determine their meeting needs.
- Maintain the working materials and archives of Galaxy conferences and forward them to the JCEP President upon completion of the conference.
- Delegate responsibilities as needed.
- Update budget and present to JCEP Board as outlined in the finances section.
- Approve vouchers with appropriate documentation attached with JCEP Liaison before being paid by designated treasurer.

Vice Chair

- Oversee Program Development, which includes working with Exhibits, Educational Programs, Operations, and Registration sub-committees. These sub-committees have significant overlap and require careful coordination of their contributions to the Program Booklet and Pocket Guide.
- Coordinate development of the Program Booklet, Pocket Guide and Conference Proceedings in cooperation with the chairs of Exhibits, Educational Programs, Operations and Registration sub-committees.
- Actively participate in all meetings of the Galaxy Steering Committee.
- Assume the responsibilities of the chair as needed.

JCEP Liaison

- Provide consistent communication between the Galaxy Steering Committee and the JCEP Board.

- Maintain a written record of all decisions made by the JCEP Board that apply to the Galaxy Conference.
- Be the point person for the Galaxy Steering Committee and the JCEP Board.
- Approve vouchers with Conference Chair before being paid by designated treasurer.
- Actively participate in all meetings of the Galaxy Steering Committee.

Conference Planning Service (If Recommended) – 3½ years before Galaxy Meeting

Actively participate in Galaxy Steering Committee meetings as negotiated with JCEP Board & Management Steering Committee Chair. The Galaxy Steering Committee may make a recommendation to the JCEP Board to seek a Conference Planning Service through a RFP process. The JCEP Board will make the final selection.

Host State/Region Representative(s)

It is recommended that there be two representatives with only one attending and serving on the Executive Committee. This recommendation is due to the major responsibilities expected of the host state/region. The Host State/Region Representative plays a very instrumental role in arranging Facilities, Special Events, Host State Hospitality, and Educational Tours.

Specific responsibilities include:

- Serve as liaison between the Galaxy Steering Committee and the host state faculty & the states' Extension Director. If a region is co-hosting it will involve communicating with the Extension Director in participating states.
- Serve as chair or co-chair of a Galaxy Sub-committee (TBD).
- Actively participate in all meetings of the Galaxy Steering Committee.

JCEP Member Association Representatives

- Serve as liaisons between the Galaxy Steering Committee and the respective JCEP member associations.
- Serve as chairs or co-chairs of a Galaxy Sub-committee.
- Recruit sub-committee members from their respective member association in partnership with their association leadership.
- Actively participate in all meetings of the Galaxy Steering Committee.

Galaxy Sub-committees

Galaxy sub-committees are expected to collaborate with related committees within each JCEP member association and involve them in carrying out the responsibilities. Standard Subcommittees from past conferences are listed below. However, the Galaxy Steering Committee will determine the need for specific sub-committees and size and representatives for each committee for the current Galaxy Conference. These committees are to be identified within 2½ years of the conference and are expected to collaborate with other sub-committees.

Recognition & Awards Programs

Subcommittee includes Awards/Recognition Chair of each JCEP member association and one additional volunteer from each member association.

Each JCEP member association will hold their own Recognition/Awards Banquet.

Primary Sub-committee Responsibilities:

- Coordinate overall timing of Recognition & Awards Programs to be held during Galaxy Conference.
- Establish budget (based on the allotment determined by the JCEP Board) which is equal for each member association) to cover costs of decorations, lighting, audio visual equipment etc. for the event. JCEP member associations may add their own financial resources as deemed desirable. The cost of the room is included in the Conference Facilities budget. Meal cost (same for all associations) will be included in the registration fee. If some JCEP member associations wish to collaborate in a joint recognition/awards event, that request may be considered.
- Maintain contact with each JCEP member association. They have responsibility for the planning and conducting of their Recognition & Awards Program, including the printing of any program booklet utilized during their event.

Education Programs

Three volunteers per JCEP member association and 3 from host state

- Exhibits
- Exhibit Chair from each JCEP member association and 2 from host state
- Concurrent Sessions and Poster Sessions
- Three volunteers from each JCEP member association
- Subcommittee will determine how review and selection will be made to ensure topics selected include all disciplines and interests of potential participants

Primary Concurrent Sessions and Keynote Speaker Sub-committee Responsibilities:

- Develop request for proposals (RFP) and guidelines for submission.
- Develop budget for sub-committee and submit to Galaxy Steering Committee.
- Develop criteria for selection process. Subcommittee will determine how review and selection will be made to ensure topics selected include all disciplines and interests of potential participants.
- Publicize RFP through flyers, JCEP member association publications, and web sites.
- Work with webmaster and computer technician to develop an on-line review process.
- Work with volunteer coordinator to recruit volunteers to review proposals.
- Coordinate selection process.
- Notify all regarding acceptance or non-acceptance.
- Work with individual(s) responsible for equipment to set prices for equipment rental.
- Schedule AV people to help in each room as well as session moderator.
- Work with master scheduler to coordinate presentations and equipment.
- Secure speakers for the opening and closing keynote addresses.
- Produce the conference proceedings.

Primary Exhibit Sub-committee Responsibilities:

- Compare current bids for decorating company for exhibit hall.
- Develop preliminary budget information for Exhibits Sub-committee based on per booth cost estimates and income considerations. Submit to Galaxy Steering Committee.
- Compile potential exhibitors list.
- Recruit companies and organizations as exhibitors.
- Develop exhibitor registration information.
- Take pre-conference registrations including type of booth, number of representatives attending, exhibitor seminars, and advertisements for exhibitor booklet.
- Assign exhibit space based on type of booth, needs and wants of exhibitor.
- Coordinate exhibit hall set-up with decorating company and conference facility.
- Coordinate with sponsorship committee for complimentary booth spaces.
- Coordinate complimentary booth spaces with Galaxy Steering Committee and JCEP Board.

- Coordinate with Concurrent Sessions and Keynote Speaker Subcommittee rooms and scheduling of exhibitor seminars.
- Coordinate with Concurrent Sessions and Keynote Speaker Subcommittee exhibit and seminar information for inclusion in final Galaxy Program Book.
- Coordinate with Facilities Committee AV and room needs for seminars.
- Coordinate with Galaxy Steering Committee any specific needs of Exhibits Subcommittee.
- Coordinate on-site with exhibit decorating company final set-up and last minute details.
- Conduct on-site registration for exhibitors including registration packets and name badges for representatives.
- Provide on-site information for exhibitors and conference participants.

Each participating JCEP member association is guaranteed seven (7) seminar slots to be used at their discretion. In addition, the JCEP Board is guaranteed one slot for a JCEP seminar. These guaranteed seminar slots are coordinated through the Educational Programs Committee. For future Galaxy Conferences, the number of guaranteed seminar slots may change based on schedule and needs of the participating JCEP member associations and they must be confirmed early in the Galaxy planning process.

In addition, seven (7) slots have been designated for “life member” seminars. This number may change based on the Galaxy Committee decisions. The Galaxy Steering Committee will determine if a sub-committee of the educational programs committee or one of the JCEP member associations shall be asked to seek proposals from all JCEP member association members and conduct a peer review process to select these seminars.

Evaluation

One volunteer per JCEP member association and 1 from host state

Primary Sub-committee Responsibilities:

- Develop evaluation instruments to evaluate:
 - Overall Galaxy Conference
 - Off-site tours
 - Concurrent Sessions
- Develop budget for sub-committee and submit to Galaxy Steering Committee.

Facilities

Two volunteers per JCEP member association and 3 from host state

Primary Sub-committee Responsibilities:

- Work with Galaxy Steering Committee to insure arrangements for meeting and housing facilities have been finalized.
- Develop budget for sub-committee and submit to Galaxy Steering Committee.
- Suggest menu options to Galaxy Steering Committee to use when establishing menus with each venue.
- Plan, prepare, and place decorations for conference.
- Plan for and operate Cyber Café.
- Identify locations, design templates, and create wording for conference signage.
- Organize creation of Galaxy and JCEP member association banners to hang on main stage.
- Provide for audio-visual needs during all concurrent sessions as identified by presenters.

Finance

One volunteer per JCEP member association and 2 from host state

Primary Sub-committee Responsibilities:

- Secure individual Sub-committee budgets and develop financial plan for Galaxy Conference.
- Work with Conference Planner if a Conference Planner is secured for the conference.
- Explore opportunities and responsibilities for fund-raising and sponsorships.
- Work with JCEP Board President to send letters to potential sponsors.

Marketing/Website

Two volunteers per JCEP member association and 1 from host state

Primary Sub-committee Responsibilities:

- Design campaign to market Galaxy Conference throughout the nation.
- Select and secure conference registration gifts.
- Use various forms of technology to reach potential participants.
- Develop budget for sub-committee and submit to Galaxy Steering Committee.

Operations

Two volunteers per JCEP member association

Primary Sub-committee Responsibilities

- Develop budget for sub-committee and submit to Galaxy Steering Committee.
- Set-up and staff operations room.
- Assist JCEP member associations when requested.
- Provide office for those needing copier or computer assistance.

Registration

Two volunteers per JCEP member association with additional volunteers from the host state/region

In addition, the registration process will ask each conference participant to indicate which JCEP member association specific activities (that require sign up) they will attend. (i.e. awards/recognition banquet)

Primary Sub-committee Responsibilities

- Develop budget for sub-committee and submit to Galaxy Steering Committee.
- Work with conference coordinator to insure registration fees and forms for conference have been set and finalized.
- Establish committee schedule to handle registration during conference.
- Plan and develop the registration form by paper and internet.
- Check registration with housing lists.
- Plan, prepare and schedule the assembly of materials to be received by the participants at time or registration.
- Identify locations for registration, lost and found, resource pick-up areas.

Special Events

- Committee must be chaired by someone from the host state/region
- Encompass Special Events / Host State Hospitality / Educational, Cultural, Professional Development, and Life Member Tours
- One volunteer per JCEP member association and volunteers from host state/ region

Primary Sub-committee Responsibilities

- Develop budget for sub-committee events and submit to Galaxy Steering Committee.
- Organize and orchestrate events that are the responsibility of this Sub-committee.

Volunteers

Two volunteers per JCEP member association and 6 from host state

Primary Sub-committee Responsibilities

- Develop budget for sub-committee events and submit to Galaxy Steering Committee.
- Recruit volunteers for all committees as needed

Life Members

Two volunteers per JCEP member association

Primary Sub-committee Responsibilities

- Develop budget for sub-committee events and submit to Galaxy Steering Committee.
- Plan and conduct events for Life Members.

First Timers

Two volunteers per JCEP member association

Primary Sub-committee Responsibilities

- Develop budget for sub-committee events and submit to Galaxy Steering Committee.
- Plan and conduct event for First Timers

Auction

Two volunteers per JCEP member association and six from host state

Primary Sub-committee Responsibilities

- Develop budget for sub-committee events and submit to Galaxy Steering Committee.
- Plan and conduct All-JCEP Member Association Auction.
- Work with Host State to secure auctioneer.

Other committees that may be helpful include:

Spouse Programs

JCEP Responsibilities

- Issue RFP for Galaxy Location Site (4 ½ years before date)
- Select Host State/Region from proposals (4 years before date)
- Issue RFP for Galaxy Chair & Vice Chair (3 ½ years before date)
- Issue RFP for Conference Planner (if needed) (3 ½ years)
- Elect JCEP Liaison (3½ years)
- Appoint Chair and Vice Chair from Applications (3 years before date)
- Select Conference Planner (if needed) (3 years)
- Approve Budget (Preliminary 2½ years out and final budget 1 year before date of conference)
- Appoint Subcommittees (2 years)
- Review final Galaxy Conference Program no later than JCEP Winter Board Meeting in the year of the Conference
- Provide start-up funds as needed (from designated reserves and/or loans from associations)
- JCEP Board review all contracts, with signature only by JCEP President
- Treasurer pays expenses approved by JCEP Liaison & Conference Chair
- Respond to requests for Extraordinary Refunds
- Approve Final distribution of Profits (must be completed within six months after the conclusion of the conference)

Host State/Region Responsibilities

- Prepare bid according to guidelines provided by JCEP.
- Appoint representatives to the Galaxy Steering Committee. Host state representation is important in all aspects of the planning, but is especially important for arranging Facilities / Special Events / Host State Hospitality / Educational, Cultural, Professional Development, and Life Member Tours.

The Host State/Region is asked to consider appointing two representatives to the Galaxy Steering Committee to allow sharing of responsibilities. However, only one will serve on the Executive Committee.

Specific Responsibilities

- Recruit volunteers
- Arrange local logistics & facilities
- Suggest opportunities and help make arrangements for a variety of educational, cultural, and life member tours
- Suggest local speakers and programs
- Arrange for Host State Hospitality
- Assist in development of appropriate Special Events
- Recommend and solicit sponsors and exhibitors to appropriate committees
- Others as appropriate

JCEP Member Association Responsibilities

It is recommended that each JCEP member association have a “Galaxy Committee” within their association structure. This committee:

- Provides leadership for the JCEP member association-sponsored workshops at Galaxy. We recognize that JCEP member associations with Professional Development Committees may already have this structure in place.
- Helps promote the Galaxy conference and provide communication about conference facilities and schedules.
- Helps recruit volunteers.
- Encourages service on Galaxy sub-committees.
- Appoint Sub-committee volunteers (two years before conference).
- Recommend and solicit sponsors and exhibitors to appropriate committees.

Specific JCEP Member Association Responsibilities include:

- Appoint two representatives for the Galaxy Steering Committee
- Actively market the Galaxy conference
- Identify Association specific needs at least two years prior to the conference including time for:
 - Association Board Meetings. The Galaxy Steering Committee will provide up to two days for association board meetings with all reasonable costs of room, AV, etc. The association will be responsible for food. If an association wishes more time they will be responsible for costs of room, AV, food and other related expenses for those additional days.
 - Committee meetings.
 - Business meetings.
 - Pre-conference workshops - recommend no more than two per association (topic when registration materials are listed on the website.) Registration, and all costs connected with the pre-conference will be the responsibility of the sponsoring association.

- Special Events & Activities. Each participating member association must submit a prioritized list of special events and activities they would like the Galaxy Steering Committee to consider for inclusion in the Galaxy Program. The request must include a justification statement.
- Provide list of past exhibitors and contact information for the Exhibit Committee. If member associations wish to make their own contacts, this will be negotiated with Exhibit Chair and the member association. Some states have policies restricting contacts with certain organizations/businesses – therefore JCEP may be asked to make these exhibitor contacts.

Galaxy Steering Committee Responsibilities

- Schedule committee meetings (when they start, how often, types of meetings, etc.) as outlined in the Galaxy Policies and Guidelines.
- Specify responsibilities for members of the Steering Committee
- Develop conference program, including:
 - Theme and objectives
 - Exhibits
 - Professional Development Concurrent Sessions and Poster Presentations
 - General Session Presenters
 - Coordination of recognition programs (Specific events are managed by individual associations)
 - Professional Development Tours
 - Special Events (i.e. Life/Retiree & Family)
 - Assign sub-committee responsibilities
 - Develop registration policies and guidelines
 - Process refunds
 - Conduct conference evaluation

The Planning Process

The Galaxy Steering Committee is tasked with the responsibility to plan, implement and evaluate the Galaxy Professional Development Conference. This committee is responsible for ensuring that the conference meets the objectives outlined in the Galaxy Policies and Guidelines and **also provides an opportunity for participating JCEP member associations to accomplish the key objectives that would otherwise be carried out as part of association annual meetings.**

JCEP's Role:

JCEP provides oversight to the Galaxy Steering Committee to ensure that the goals and objectives for the conference are met by the program planned by the Galaxy Steering Committee.

The Galaxy Steering Committee Role:

The Galaxy Conference is an official Professional Development function of JCEP. All activities of the Galaxy Steering Committee must meet JCEP criteria for contractual obligations, financial arrangements and program content. However, it is not the intent of JCEP to micromanage activities of the committee.

Host State/Region's Role:

The Host State/Region functions in support of the Galaxy Steering Committee and Conference. The Host State/Region takes direction from the Galaxy Steering committee about the role they will play in the planning and execution of the conference.

Items that must be included for each JCEP member association in planning include:

- Awards/Recognition Program
- Committee Meetings
- Business Meetings
- Special Events & Activities. The Galaxy Steering Committee will make the final decision on which Special Events & Activities will be included based on the priority list submitted by JCEP member associations.
- Pre-Conference (Registration & costs for food, AV, room will be the JCEP member association's responsibility)

Finances

A Galaxy Conference preliminary budget will be developed no later than two and one half years prior to the date of the conference by the Galaxy Steering Committee. The preliminary budget is then presented to the JCEP Board for approval. It is expected that revisions will continue to be made to the preliminary budget. The final budget will be approved by JCEP Board one year prior to the year in which the conference is held.

Expense vouchers for Galaxy - related expenses must be signed and approved by both the JCEP Liaison and the Galaxy Steering Committee Chair. The Galaxy Steering Committee Chair then forwards the approved vouchers to the appropriate entity for payment. The JCEP Treasurer provides over-sight for expenditures and may serve as treasurer for the Galaxy Conference, when appropriate.

The JCEP Board will review all contracts and the JCEP President will sign all contracts related to Galaxy Conference. Only the JCEP President has authority to sign contracts.

Cancellation insurance must be purchased for the Galaxy Conference.

The Galaxy Steering Committee will include up to two days for JCEP member association board meetings with all reasonable costs of room, AV, etc. The JCEP member association will be responsible for food. If a JCEP member association wishes more time they will be responsible for costs of room, AV, food and other expenses for those additional days.

Registration, and all costs connected with pre-conference workshops will be the responsibility of the sponsoring JCEP member association.

All financial obligations and distribution of the funds are to be completed within six months after the conference is completed.

Complimentary Policies

Lodging

- Each JCEP member association will receive a complimentary “presidential or equivalent” suite if provided by hotels.
- It is recommended that additional lodging nights, if available, be given to Galaxy Steering Committee members.
- If additional lodging nights are available, allocation will be negotiated with the JCEP Board.

Registrations

- Galaxy Steering Committee members (16) will receive complimentary registrations. All other attendees are expected to pay the registration fee.
- Executive Director or other designee for each JCEP member association will receive a complimentary registration.

Exhibit Booths

- JCEP and each JCEP member association will have one complimentary booth in the Exhibit Hall.
- JCEP member associations may purchase additional booths at the non-profit rate.

Galaxy Proceeds Distribution Policy

The Galaxy proceeds distribution policy is developed to reflect the partnership in presenting the Galaxy Conference and the risk involved by each of the fully participating JCEP member associations. After all bills are paid (including loans from JCEP and JCEP member associations), the profits from Registration, Donations and Exhibits, if any, will be divided as follows:

- 15% to JCEP
- 25% to the host state
- 30% to be divided equally to each fully committed JCEP member associations
- 30% to be distributed based on JCEP member association membership registered and participating in the conference. The registration process will be designed so participants will indicate all of their JCEP member association’s memberships.

In this guideline “fully committed” is defined as:

- Supporting the mission of a joint professional development session of all JCEP partners.
- Providing members for the Galaxy Steering Committee
- Providing volunteers for sub-Committees
- Promoting the Conference by supporting the effort of the Galaxy Steering Committee, and
- Committing to omitting separate association meetings during the year of Galaxy with necessary association functions occurring during the Galaxy Conference.
- Sharing in profits or losses, if any.

If a JCEP member association is not considered as “fully committed” as described above the JCEP Board will determine what reduction in proceeds or losses is appropriate. The JCEP Board will review and approve the proposed distribution of funds prior to allocation.

In event of a financial loss, the loss will be distributed among JCEP, Host State/Region and participating JCEP member associations in the same manner as a financial gain.

Guidelines for Galaxy Conference Request for Bids

JCEP will develop the RFP for Galaxy and will invite interested State and Regional Extension JCEP member associations to participate in the submission of a bid to host a Galaxy Conference.

States whose JCEP member associations are submitting a bid will be expected to work with the JCEP Board. The state(s) receiving the bid will be expected to coordinate and work with the Galaxy Steering Committee for needs such as soliciting and coordinating volunteers to perform tasks identified by the planning committee, which are necessary to insure a successful conference. The Galaxy Steering Committee will be composed of a JCEP appointed Chair, Vice Chair, a JCEP Liaison, host state(s) representative(s) and two representatives from each of the participating JCEP member associations. The program for Galaxy will be determined by the Galaxy Steering Committee and reviewed and approved by the JCEP Board.

It is the intent of the JCEP Board of Directors that all JCEP activities be operated to generate revenue. The revenue is necessary to maintain the operations of the JCEP sponsored professional development activities.

The minimum requirements to be considered when submitting a bid to host the conference:

- 1) The ability to host approximately 2000 persons
- 2) Convention facilities / hotel facilities that provide:
 - a) Convention facilities and hotel facilities should be in close proximity to facilitate ease of attendance at conference activities
 - b) Meeting space for general sessions for all conference attendees
 - c) Breakout rooms for concurrent sessions and meetings which range in size from 50 to 500 people
 - d) Hotel rooms for a peak of 1000-1100 room nights
 - e) Banquet facilities for the entire group (~2000) as well as for groups ranging from 50 – 1000
 - f) Convention facilities should allow for 175 – 200 exhibitors for up to 36 - 40 hours of time during the conference
 - g) Information for special requirements or services required for conference facilities should be included in the bid
 - h) Considerations should be given to incorporate flexibility in contracts that would allow adjusting the contracts to accommodate changes in the economy and expected participation.
- 3) Located in a city which is serviced by major airlines with pricing conducive to such a meeting
- 4) Ground transportation should be readily available to move conference attendees to and from the airport or onsite events and activities
- 5) Preferred dates for conference are late September or early October (special consideration should be given to avoid any holidays out of respect to the diversity of our membership)

Additional information which might be beneficial in preparing a bid proposal can be found on the JCEP website <http://www.jcep.org>. The JCEP Handbook contains a section titled Galaxy Policies and Guidelines that should be consulted before submitting a bid. The electronic form can be found on the website.

While preparing bids states/regions **must not** obligate JCEP for expenses in preparation of the bid, contracts or implied commitments.

No contracts obligating JCEP will be signed by anyone except the JCEP President following review and recommendation by the JCEP Board.

The deadline for the submission of a bid will be determined by the JCEP Board. Bid proposals should be sent to the current JCEP President-Elect.

The bids will be reviewed by a JCEP committee, which will determine the bids that will be required to give a presentation to the JCEP Board of Directors. States whose bids are selected to be presented to the JCEP Board of Directors will be notified no later than three (3) months following the June JCEP Annual Meeting. Bid presentations will be made to the JCEP Board of Directors. States being asked to make a presentation will be responsible to have their representative(s) present at the prescribed time to present the bid proposal to the board. The time of the presentation will be determined by the JCEP Board.

National Galaxy Conference Site Application Form

*To be reviewed and revised, as needed,
before RFP for bids to Host the next Galaxy Conference*

State Extension Association(s) submitting the Bid: _____

If jointly sponsored – other states participating in the bid: _____

Name of Contact Person: _____

Statement of why the bid is being submitted (why are your state/JCEP member associations interested in hosting the meeting):

Suggested location of city and state (Please include information that would support this location as a good choice for the site of the conference. Include the benefits of this site for educational opportunities, cost and convenience of transportation, and desirability of facilities):

Please describe the following:

1. **Convention facilities** (include description of the proximity to housing facilities, large room facilities available, number of 100 – 500 capacity rooms, number of smaller 50 – 100 capacity rooms, cost information, food and beverage capabilities, and AV information. Proposed contracts that the JCEP might consider would be helpful.):
2. **Housing facilities** (include description of the proximity to convention facility, number of sleeping rooms that can be blocked, banquet and meeting facilities that are available in the facility, estimated meeting room costs and estimated sleeping room costs. Proposed contracts that the JCEP might consider would be helpful.):
3. **Educational Opportunities** (include information on tour opportunities, pre and post conference educational opportunities, onsite educational opportunities and unique educational opportunities available in the area or through the host university):
4. **Access to Educational Technology** (include discussion on available educational technology which could enhance either the educational program or expand the potential audience for the conference. Identify current technologies such as web streaming, compressed video or satellite broadcasts or identify new technologies which could be used.)
5. **Financial Information** (include any possible financial information that would be of use. Items such as convention facility costs, hotel meeting room costs, hotel sleeping room costs, perks that are being offered, potential sponsors, university in-kind and monetary contribution, and any other financial information.)
6. **Conference Planner Information** (include any information on potential conference planners that would be available either locally or through the university. Include information on planners capability to handle registration, is a university capable to handle finances to allow for state sales tax exemption, what is the cost of the planner services provided.):
7. **Exhibit Facilities** (include description of the area that is available, cost of space, costs of setup, electricity, insurance and the time available for exhibits.)
8. **Volunteers** - (include a description of how volunteers will be solicited and how they will be managed and supported financially to participate at Galaxy.)

9. Additional Required Items to be submitted with the bid:

A completed bid will include letters of support for the bid submitted from the following:

- The state Extension Director(s) of the state(s) submitting the bid.
- The presidents of the state's JCEP member associations participating in the bid submission. (It is desirable that all JCEP member associations in state(s) participate in preparing and submitting bid.

Supplemental items which may be submitted with the bid presentation to the JCEP Board of Directors:

Additional items, which would strengthen the case for the bid, may be submitted. Items such as: convention bureau brochures, housing information, educational opportunity information, tourist information, or videos highlighting the city, dining or entertainment opportunities may be included.

While preparing bids states/regions must not obligate JCEP for expenses in preparation of the bid, contracts or implied commitments.

No contracts obligating JCEP will be signed by anyone except the JCEP President following review and recommendation by the JCEP Board.

Galaxy ____ Conference Application

To be reviewed and revised, as needed, immediately after each Galaxy Conference

Galaxy Steering Committee

For Position of

Chair and Vice-Chair

(Circle One or Both Positions You Are Interested In)

To be considered as the Chair or Vice Chair of the Galaxy ____ Steering Planning Committee, complete this application and send to:

JCEP President
Address
City/State/Zip
Phone, FAX, Email

To be in considered for either of these positions, the application (3 printed pages maximum) must be postmarked no later than _____.

In preparing the application it may be useful to refer to the Galaxy Professional Development Guidelines which are posted on the JCEP website at JCEP.org

Applicant's Name: _____

Address: _____

Phone: _____ **Email:** _____

JCEP Member Association Affiliations _____

Please describe why you wish to be considered for this/these position(s).

Please describe the qualities you possess that would make you a good candidate for this position.

Please list leadership positions that you have held in Extension Professional Associations.

Leadership in similar organizations will be considered but national leadership within Extension professional associations are a priority.

Please list any experiences you have had in planning national meetings or large conferences.

Please describe how you would approach the responsibility of chair or as vice chair of the Galaxy ____ Conference.

A complete application will include a letter of recommendation from a member of the national leadership of one of the JCEP Member Associations, a letter of support from the applicant's direct supervisor and YOUR state Extension Director.

Strategic Plan 2009 - 2011

Joint Council of Extension Professionals

A new strategic plan will be developed every three years.

Vision (1st draft)

JCEP promotes and enables valuable professional development and leadership opportunities across disciplines and states that result in productive, sustainable partnerships and programs.

Vision (2nd draft)

JCEP is the center of the Extension profession:

- building leadership and collaboration
- providing professional development and scholarship opportunities
- advocating for excellence in the extension profession

Goals

Goal 1: JCEP promotes extension leadership, scholarship and excellence.

Goal 2: JCEP is a valued partner with state and national extension, USDA leadership, and NASULGC.

Goal 3: JCEP encourages and facilitates the collaborative work of Extension professionals.

Goal 4: JCEP is a primary advocate for the extension profession.

Goal 5: JCEP models collaborative efforts supporting individual associations.

Goal 1 – JCEP promotes extension leadership, scholarship and excellence.

Outcomes

- Extension professionals adopt high standards of scholarship.
- High-quality professional and leadership development opportunities are available for all extension educators.

Actions

- Encourage each member association to provide opportunities for scholarship such as peer-reviewed publishing, posters, or presentations.
- Compile and publish scholarship opportunities within Extension professional associations and related groups.
- Include opportunities for scholarship at JCEP sponsored events.
- Plan and promote Galaxy IV Conference in 2013.
- Explore effective alternative delivery and distance education methods for professional development that are usable for all member associations.
- Sponsor webinars or other efficient and effective professional development opportunities.
- Support existing professional development opportunities.
- Facilitate leadership opportunities beyond the JCEP Corporation.
- Collaborate with the Journal of Extension.

Goal 2 – JCEP is a valued partner with state and national extension, USDA and other federal agencies, and NASULGC.

Outcomes

- Related organizations recognize JCEP as the credible voice for all extension professionals.

Actions

- Network and expand influence.
- Develop and implement external and internal marketing plans for JCEP.
- Strengthen JCEP input and involvement with ECOP, including participating in the Leadership Advisory Council (LAC) and Budget & Legislative Committee.
- Maintain active representation from USDA/NIFA and APLU.
- Provide regular updates on federal partners to member associations.

Goal 3 - JCEP encourages Extension Professionals to work collaboratively across disciplines.Outcomes

- As a result of JCEP or member association efforts, new multi-disciplinary efforts develop.

Actions

- Restructure the planning committee for the Leadership Conference to reflect a collaborative effort of all member associations.
- Investigate the utilization of new technologies and tools to deliver JCEP's products and programs.
- Present annual JCEP Teamwork Awards.
- Begin a process for the competitive selection of PILD public policy presentations.
- Plan, promote and conduct the Public Issues Leadership Development Conference and the Leadership Conference.
- Plan, promote and conduct the Galaxy IV Conference in 2013.

Goal 4 – JCEP is a primary advocate for the extension profession.Outcomes

- JCEP is recognized as a credible voice for all Extension professionals.
- Updated advocacy resources are available to and utilized by Extension professionals.

Actions

- Establish a committee to update resources and evaluate effectiveness of advocacy resources and efforts.
- Communicate regularly with National Institute of Food and Agriculture (NIFA) staff and leadership.
- Strengthen JCEP input and involvement with ECOP in priority-setting, including participating in the Leadership Advisory Council (LAC) and Budget and Legislative Committee (B & L)
- Provide an annual summary of accomplishments to partners.

Goal 5 – JCEP models collaborative efforts supporting individual member associations.Outcomes

- Member associations identify issues and programs that are appropriate for collaborative work.

Actions

- Hold listening sessions at PILD and the Leadership Conference that involve members from all JCEP member associations.
- Sponsor a workshop at each member association's national meeting to further an initiative.
- Provide professional development opportunities for improving skills in collaborating.

Outcomes

- Two or more member associations develop collaborative programs.

Actions

- Require team award-winners to share their successful programs at the national level via Web sites, workshops, posters or other methods.
- Sponsor webinars or other cost-effective professional development opportunities on successful cross-association collaborations.
- Investigate providing incentives or awards for member associations that collaborate on projects.
- Develop economies of scale for member association efforts, such as journals, insurance, legal issues, non-profit standards, etc.
- Plan and promote Galaxy IV Conference in 2013.

JCEP Action Plan for 2010 – 2011

Goal 1: JCEP promotes extension leadership, scholarship and excellence.

Actions:

1. Compile and publish scholarship opportunities within Extension professional member associations and related groups.
ACTION: President-Elects of each member association compile a list of scholarship opportunities provided by their association and send it to Secretary each year.
2. Include opportunities for scholarship at JCEP-sponsored events.
ACTION: This will occur at PILD (presentation RFP for 2011 PILD has been issued).
3. Plan and promote Galaxy IV Conference in 2013.
ACTION: Conference RFP has been released and proposals solicited. Policies related to Galaxy are being reviewed.
ACTION: Conference site has been selected. Galaxy Policies have been reviewed, revised and adopted. Galaxy Chairs have been solicited, selected and notified. All JCEP member associations will appoint 2 representatives to the Galaxy Planning Committee by October 1, 2010.
4. Explore effective alternative delivery and distance education methods of professional development usable for all associations.
ACTION: This will occur during the Leadership Conference.
5. Sponsor webinars or other efficient and effective professional development opportunities.
ACTION: This will occur during the Leadership Conference.
6. Support existing professional development opportunities.
ACTION: Web Development Committee will investigate web content relative to professional development opportunities. Jeff Schalau has accepted the assignment of Webmaster for our JCEP website.

Goal 2 – JCEP is a valued partner with state and national extension, USDA and other federal agencies, and NASULGC.

Actions:

1. Develop and implement external and internal marketing plans for JCEP.
ACTION: Update and publish JCEP brochure. Update JCEP Poster and JCEP Presentation for use at member association National Meetings – completed April 2010.
2. Strengthen the JCEP input and involvement with ECOP, such as LAC-Leadership Advisory Council and Budget & Legislative Committee.
ACTION: Past-Presidents will attend the Leadership Advisory Council meeting in May and write an article for inclusion in all member association newsletters.
ACTION: JCEP will maintain a representative on the Budget and Legislative Committee. Current representative's term ends November 2010. Position description has been revised and position is advertised on the JCEP website.
3. Maintain active representation from USDA-NIFA and APLU.
ACTION: JCEP President submits a letter including feedback on Farm Bill implementation and ECOP transition.
4. Provide regular updates on federal partners to member associations.
ACTION: JCEP Representative will provide regular updates from NIFA, ECOP and lobby groups.
ACTION: Time will be allocated during the general session at the Regional Meetings for ECOP to present updates on transitioning.

Goal 3 - JCEP encourages Extension Professionals to work collaboratively across disciplines.

Actions:

1. Restructure of Leadership Conference to reflect a collaborative effort of member organizations.
ACTION: Committee convened by ESP to make recommendation for restructuring the planning of the Leadership Conference for 2011. Committee members are Stan Moore, Deborah Thomason, and Lori Purcell Bledsoe.
2. Investigate the utilization of new technologies and tools to deliver JCEP's products and programs.
ACTION: Appointment of ongoing internal committee dealing with technology and Web site development.
3. Present annual JCEP Teamwork Awards.
ACTION: Post award application on Web site; publicize; select winners and publicize their programs.
4. Competitive selection of PILD public policy presentations.
ACTION: Post presentation application on Web site; publicize; select presentations; publicize their programs.
ACTION: Plan, promote and conduct Public Issues Leadership Development Conference and leadership Conference.
5. Plan, promote and conduct the Galaxy conference 2013.
ACTION: Galaxy site RFP has been published; site to be selected; revised Galaxy policies are posted on the JCEP website. Planning committee membership representatives from each JCEP member Association will be determined by October 1, 2010.

Goal 4 – JCEP is a primary advocate for the extension profession.

Actions:

1. Communicate regularly with NIFA staff and leadership
ACTION: Meet with ECOP and other partners at PILD.
2. Strengthen JCEP input and involvement with ECOP in priority setting, such as Leadership Advisory Council (LAC) and Budget and Legislative Committee (B & L).
ACTION: All Past Presidents on JCEP Board read How to Change the World for the ECOP meeting in May 2010.
3. Provide an annual summary of results to partners.
ACTION: Prepare and share a summary of JCEP activities and impacts for 2010 by Jan. 30, 2011. (President compiles with input from the board and minutes. Include: Strategic plan development, PILD, Leadership Conference, Galaxy IV, team awards, feedback to NIFA about transition plans, identity of the Chair-elect.) Another report will be prepared for June. The report will be submitted to Linda Kay for her briefing books.
ACTION: Provide a brief summary of JCEP impacts in 2010 to partners and associations. (February, July, October briefing books)
ACTION: Share 2010 Strategic and Action Plans with the associations and ECOP.
ACTION: Collect and archive past-president reports.

Goal 5 – JCEP models collaborative efforts supporting member associations.**Actions:**

1. JCEP holds listening sessions at PILD and Leadership Conference that involve members from all JCEP member associations.
ACTION: Work with Mark to request time in the schedule for listening sessions to be included in 2010 PILD and Chair for Leadership Meeting. Begin planning for listening sessions.
2. JCEP sponsors a workshop at each member association's national meeting to further an initiative.
ACTION: The Traveling Team is working on strategies for implementation – revising the presentation, submitting a Poster and providing a marketing piece.
3. JCEP provides professional development for improving skills in collaborating.
ACTION: JCEP requires team award-winners to share their successful programs at the national level via Web sites, workshops, posters or other methods.
ACTION: Abstracts will be published on the JCEP Web site and distributed to all member associations.
4. Plan and promote the Galaxy IV Conference in 2013.
ACTION: Site approved and selected; Galaxy policies reviewed and posted on the JCEP website; Chair(s) for planning committee selected and JCEP member association representatives to be selected by October 1, 2010.