

**TAFCE
HANDBOOK**

REVISED AUGUST 28, 2007

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Section I

DUTIES OF TAFCE BOARD MEMBERS

DUTIES OF PRESIDENT

Assign someone to keep scrapbook or complete scrapbook during your term of office.

Involve President Elect in all areas to be ready to assume the office of President.

Send copies of correspondence to Board members and Advisors as appropriate.

REMEMBER: You are only the presiding officer. Encourage input and feedback from all TAFCE members. Listen to the TAFCE members; be responsive to TAFCE members.

TAFCE ANNUAL CONFERENCE:

See Section III. HANDBOOK FOR STATE CONFERENCE

KEEP ALL CURRENT HANDOUTS, FORMS, CORRESPONDENCE AND RECORDS IN A NOTEBOOK. TURN ALL MATERIALS AND EQUIPMENT OVER TO YOUR SUCCESSOR.

NAFCE ANNUAL CONFERENCE:

Send in Registration form.

Attend all meetings scheduled for State Presidents and report on all meetings to TAFCE.

NOTE: You are **THE** voting representative of TAFCE.

Secure Tennessee attendance number and introduce delegation at Regional Banquet.

Provide gifts (at your own expense) for Southern Region Presidents and your escort for Processional.

Determine if there are any nominations for the National FCE Board. Secure TAFCE Board approval of possible nominees in accordance with NAFCE deadline(s) for nominations.

REVIEW FREQUENTLY, ROBERTS RULES OF ORDER TO BETTER UNDERSTAND PROPER CONDUCT OF BUSINESS MEETING AND PARLIAMENTARY PROCEDURE.

DUTIES OF PRESIDENT ELECT

Prepare for the office of TAFCE President.

Assist the President and perform all assigned duties during the one-year term of office.

Serve with a vote on the Board.

Send copies of correspondence to Board members and Advisors as appropriate.

TAFCE ANNUAL CONFERENCE:

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DUTIES OF VICE PRESIDENT FOR PROGRAMS

Serve as Chairman of the Nominating Committee and present credentials of the nominees at the annual Business meeting of TAFCE.

Assist with President in any assigned duties.

Perform the duties of the President in the event of her resignation, disability or death until the next meeting of the TAFCE Board.

Prepare reports to be sent to TAFCE President and other designated board members to be shared with legislators and others interested in FCE programs.

Gather information and prepare any other necessary reports; send copies to appropriate TAFCE Board members and advisors

Send copies of correspondence to Board members and Advisors as appropriate.

Keep the information on the website of TAFCE **current and correct**. Work with the TAFCE president and the UT Extension State Advisor's office to facilitate this.

TAFCE ANNUAL CONFERENCE:

See Section III: HANDBOOK FOR STATE CONFERENCE

Contact nominees for State Office to assure attendance at Business Session at TAFCE conference and to make them aware of what is expected of them at the meeting.

KEEP ALL CURRENT HANDOUTS, FORMS, CORRESPONDENCE AND RECORDS IN A NOTEBOOK. TURN ALL MATERIALS AND EQUIPMENT OVER TO YOUR SUCCESSOR.

DUTIES OF VICE PRESIDENT FOR PUBLIC POLICY

FCL

Coordinate the Family Community Leadership (FCL) Program and assist in promoting and strengthening the FCL Program.

Work to further and reaffirm the partnership and commitment between TAFCE and UT Extension to the Family Community Leadership Program.

Plan and develop state FCL training with TAFCE President and UT Extension partner.

Keep up to date on FCL materials and publications.

Maintain current records of FCL training sessions and qualified trainers.

Serve as Chairman of the CVU Program. Secure certificates and present at designated time.

Serve as Chairman of the Best of Best program.

Work in cooperation with the Treasurer to see that the books are audited as designated by the TAFCE By-laws. An audit may be conducted at any time as directed by the TAFCE Board.

Perform the duties of President in the event of the resignation, disability or death of the President and the Vice President for Programs until the next meeting of the TAFCE Board.

Coordinate public relations activities for TAFCE.

Be a communication link between TAFCE and NAFCE through the NAFCE Regional Public Policy Coordinator.

Coordinate efforts between program and public policy issues. Inform members regarding issues that affect families. Coordinate action on issues.

Represent TAFCE at public policy meetings at the request of the TAFCE President.

Send copies of correspondence to Board members, UT, State and Region Advisors as appropriate.

TAFCE ANNUAL CONFERENCE:

See Section III. HANDBOOK FOR STATE CONFERENCE

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DUTIES OF SECRETARY

Keep a complete record of all meetings of the Board of Directors of TAFCE, and distribute

minutes within 30 days of the close of meeting. (Suggest using tape recorder and motion sheets during meeting.)

Keep a record of attendees at each meeting.

Serve as custodian and supervisor of the official books and records of TAFCE.

Perform any other secretarial duties as assigned by the President.

Sign papers pertaining to TAFCE as authorized or directed to sign by the Board.

Send all notices required by the TAFCE Bylaws. Check to be certain all notices contain all pertinent information.

Make a full report of all matters and business pertaining to the office as required by the Board.

Send a copy of TAFCE Bylaws and names, addresses, and phone numbers of TAFCE board members to the NAFCE secretary and NAFCE Headquarters by February 1 of each year.

TAFCE ANNUAL CONFERENCE:

See Section III. HANDBOOK FOR STATE CONFERENCE

Write thank-you letters/notes to speakers, those who helped with special projects, etc.

Send copies of correspondence to Board members, UT, State and Region Advisors as appropriate.

KEEP ALL CURRENT HANDOUTS, FORMS, CORRESPONDENCE AND RECORDS IN A NOTEBOOK. TURN ALL MATERIALS AND EQUIPMENT OVER TO YOUR SUCCESSOR.

DUTIES OF TREASURER

Receive and keep up-to-date records of all TAFCE funds.

Pay all authorized expenses, and expenses for the Board in accordance with the “Spending Policy Guidelines” and as approved by the TAFCE President. Keep vouchers on hand for use by Board members to submit expenses.

Make a full financial report of all matters and business pertaining to the financial affairs of TAFCE at each Board meeting and the annual business meeting. Have copies for each board member and UT Advisors, and for the annual business meeting, prepare 130 copies.

Work in cooperation with the Vice President for Public Policy to arrange for audit of the books as required in the Bylaws.

Serve as Chairman of the Finance Committee.

Perform such duties as may be prescribed by the TAFCE president.

Send copies of correspondence to Board members and Advisors as appropriate.

If scholarships are awarded, pay the money directly to the school when notified by the scholarship recipient(s) that they have registered. Money shall be paid in two payments (usually April and October).

Order membership cards in time to distribute at annual conference.

TAFCE ANNUAL CONFERENCE:

See Section III. HANDBOOK FOR STATE CONFERENCE

REMINDERS:

REGISTRATION FEES AND BANQUET ARE PAID FOR BOARD MEMBERS FOR STATE CONFERENCE. AN ADDITIONAL \$25 WILL BE PAID TO EACH BOARD MEMBER FOR EXPENSES INCURRED AT THE STATE CONFERENCE.

KEEP ALL CURRENT HANDOUTS, FORMS, CORRESPONDENCE AND RECORDS IN A NOTEBOOK. TURN ALL MATERIALS AND EQUIPMENT OVER TO YOUR SUCCESSOR.

MONTHLY DUTIES

JANUARY

1. Keep copies of membership list in permanent file.
2. Have a detailed report on conference expenses ready for Board meeting.
3. Have a financial report of all funds received and distributed during the previous year for the January meeting.

FEBRUARY

1. Send letter to region treasurers concerning membership lists and how they are to be done. It is necessary to keep a separate listing of TAFCE members and NAFCE members.

APRIL

1. Send host region \$2000.00 for conference preparation expenses, \$200.00 to the succeeding host region, and \$100.00 to the next succeeding host region for start-up expenses.
2. Prepare a financial report for the quarter for the April meeting.

MAY

1. Send in state non-profit form with fees. The president should give this form to you.

JULY

1. Send annual conference voting delegates credentials form with instructions to region presidents. Prepare a separate form for the TAFCE board.

2. Mail NAFCE membership and dues form to region treasurers -TAFCE presidents receive the form at the NAFCE conference, or ask the NAFCE treasurer for it.

AUGUST

1. Prepare a proposed budget from which the finance committee will work at the fall (August or September) Board Meeting. Send copies to Finance Committee members prior to Board Meeting.
2. Prepare a financial report for the previous quarter for the August meeting.
3. Prepare a financial report from August of previous year to the present August. Make 130 copies and give to the secretary to include in conference packets.

NOVEMBER

1. Receive membership lists and dues.
2. Attend TAFCE conference.
3. Assist with TAFCE conference registration if needed.
4. Settle with hotel or conference center, with the TAFCE president, after conference ends.
5. Hotel may send statement to the TAFCE president for approval. The TAFCE president will review and send to the treasurer to pay in accordance with terms of the contract.
6. Pay any other conference bills after approval of the TAFCE president.
7. Mail original NAFCE membership forms and dues to NAFCE treasurer to be received by December 1st. Keep a copy for your files. The membership lists also have to be sent via email to the NAFCE headquarters by December 1st.

DECEMBER

1. Prepare annual financial report on all funds received and distributed during the year to be reported at the January meeting.
2. Prepare financial report on state conference to present to TAFCE Board at the January meeting.

DUTIES OF EDUCATION COMMITTEE

See Bylaws: Article VI, Section I, State Education Chairperson.

Work closely with the President and Vice President for Programs to facilitate the Educational Program for TAFCE.

Perform any duties as assigned by the TAFCE President.

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DUTIES OF REGION PRESIDENTS

Attend all TAFCE Board meetings as the official representative from your region. Keep the region membership informed of all business, programs, projects and activities of TAFCE.

Serve as liaison between FCE County Councils and the state organization.

Serve on committees as appointed by TAFCE President.

Be prepared to give a brief oral report of region activities and concerns as requested by TAFCE President.

Prepare a directory (enough copies for the State Board and UT Advisors) of names, addresses, phone numbers and e-mail addresses (if applicable) of their Region Board members, UT Advisors, and all Region County Council officers and bring to the January Board meeting.

Send copies of correspondence to Board members and UT State and Region Advisors as appropriate.

TAFCE ANNUAL CONFERENCE:

See Section III HANDBOOK FOR STATE CONFERENCE DUTIES

Take chair covers to all business meetings. Appoint delegates to put chair covers on back of chairs of voting delegates and collect after meeting.

Appoint tellers and/or counters.

Check before Business Meeting to be sure all region voting delegates are present. You may want to have a region meeting prior to business session to explain items on agenda.

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SECTION II

REIMBURSEMENT OF EXPENSES

BOARD MEETING

Board members should car pool to all TAFCE meetings.

Mileage reimbursement is set by the TAFCE Board.

Members will share accommodations when overnight stays are necessary. TAFCE will be responsible for the payment of these shared facilities. Members will be responsible for any personal phone calls billed to their hotel room.

TAFCE will pay for meal(s) during Board meetings. Meal expenses to and from a Board meeting will not be paid by TAFCE.

STATE CONFERENCE

Registration fee to the State Conference is waived for all Board members.

TAFCE pays the banquet fee for all Board members in thanks for work done during their term of office.

An additional fee of \$25.00 will be given to each Board member for expenses incurred at State Conference.

Mileage or transportation (the lower cost) shall be paid for Board members to and from State Conference.

SECTION III

HANDBOOK FOR STATE CONFERENCE

Annual meeting will be held between November 1 and November 30. The annual meeting is to be scheduled at least **TWO** years in advance.

Regions will host the conference as assigned on a rotating basis:

<u>Host Region</u>	<u>Conference Site Chosen By:</u>
2008 Eastern Region	November 2006
2009 Western Region	November 2007
2010 Central Region	November 2008
2011 Eastern Region	November 2009
(Continue rotation by regions with corresponding dates.)	

The hosting region may make recommendations to the TAFCE Board for the conference site. **The TAFCE Board will approve the location for the conference site no later than TWO (2) years prior to conference.**

FACILITIES SELECTION COMMITTEE

The facilities committee is made up of the TAFCE President, President-elect (if applicable), Region President, Region President-elect (if applicable) and UT Extension Region Program Leader of host region.

The facilities committee will confer with UT to ensure that the selected date is not a conflict for the UT Advisors, nor be Thanksgiving week, or, preferably, not the week after Thanksgiving.

DUTIES OF FACILITIES SELECTION COMMITTEE

Select adequate facility by meeting the following criteria:

1. Seating capacity for general session (up to 400 people).
2. Inquire about a meeting room charge, if any.
3. Break-out rooms and equipment for sessions as needed.
4. Inquire about cost for exhibit space.
5. Secure (lockable) space for Cultural Arts.
6. Space for Gift Shop.
7. Space for Fashion Revue
8. Space for Region breakfasts.

9. Space for pre-Board brunch and meeting and for post-Board meeting.
10. Alumni luncheon.
11. Registration space and set-up.
12. Other services available - parking facilities.
13. Block of rooms, approximately 120 – 150. (NOTE: Check recent conference attendance to determine approximate number.) Check on flat rate per room, complimentary rooms, suite for President. Review check in/cancellation policies.
14. Public address systems and other equipment; determine cost.
15. Banquet Facilities – determine approximate cost of banquet meal plus service charges. (Check to see if they set up for 5% above guaranteed number.) Determine cost of all meals inclusive of service charge and gratuity.

****Request written contract between Tennessee Association for Family and Community Education and the hotel. (NOTE: Contract should be reviewed by both the TAFCE and Region Presidents. When the contract is acceptable, it should be signed TWO (2) YEARS in advance, if possible, by the TAFCE President.) The TAFCE and Region presidents and the TAFCE treasurer should have a copy of the contract.**

****Cost for meals not guaranteed in hotel contract.**

DUTIES OF TAFCE

TAFCE will pay for speakers/entertainment, parliamentarian, cultural arts and fashion revue expenses, pre-board brunch, favors to attendees (bags, pens) and any item not covered by hotel contract such as microphones, electronics, screens, etc. All other expenses such as printing of the programs, name tags, etc will be covered by the funds that the host region receives from TAFCE.

The host region may sell items to help defray expenses. TAFCE will make available a budgeted amount to the host region, payable over 3 years. (NOTE: TAFCE budgeted amount is currently \$2300.00.)

HOST REGION TREASURER WILL MAKE AN ACCOUNTING OF ALL BUDGETED MONEY AND RETURN ANY UNUSED PORTION TO TAFCE.

DUTIES OF HOST REGION

ALL PLANS AND ACTIVITIES SHALL BE COORDINATED WITH THE TAFCE PRESIDENT.

Tentative program and registration forms should be ready for approval at the **first** TAFCE Board meeting of the year. The **final** registration form is to be presented at the **April** TAFCE Board meeting. Bring the **final** draft of the program (ready for printing) to the **August** Board meeting.

Host region will be responsible for **all favors and decorations at the banquet, the Pre-Board brunch, and Alumni luncheon and providing a small token of appreciation for the learning (special) sessions presenters.**

Keep a detailed accounting, including receipts, of the budgeted money provided by TAFCE.

GENERAL DUTIES OF HOST REGION

1. Secure Board approval of registration form for conference at the January board meeting of the conference year.
2. Arrange for speakers, program participants and entertainment. Present to TAFCE Board for approval by April board meeting of the conference year.
3. Provide Parliamentarian for the business meeting. TAFCE pays \$50.00.
4. Serve as hostesses (guides).
5. Obtain all floral arrangements or other decorations for the conference. Responsible for the banquet decorations, placing programs at each plate, and collecting tickets at the doors.
6. Collect chair covers from region presidents and place on chairs for voting delegates at business meeting and return to region president at end of meeting. (Host Region president will designate time and area for drop off and pick up of chair covers.)
7. Confer with TAFCE President for seating at head table for meetings and banquet. Arrange special seating for CVU recipients, 50-Year members and special guest as required.
8. Staff information desk.
9. Prepare items(bags, name tags, portfolio, etc.) to be given out with registration packet.
10. Check set-up of public address systems, chairs, **flags**, tables and equipment to ensure they are in place and working properly.
11. Work with Region advisors to seat guests at the banquet. If advisors not present, appoint hostesses or have a hostess at each table who will remain standing until the table is full.
12. Provide all signs for each session and/or meeting.
13. Assign a hostess to introduce and assist each invited program presenter at group sessions.

14. Working with the TAFCE President, plan and prepare the agenda for the conference. (Have a description of program i.e. what is needed in program, CVU's, 50-Year members, tours, speakers, etc.)
15. Prepare and proofread programs (main program and banquet program) and have printed six(6) weeks prior to conference and notify participants.
16. Host region president and coordinator will secure sponsorship as needed.
17. Host region president and coordinator will select menu for banquet.
18. Host region president and coordinator will notify appropriate committee chairperson of specific needs.
19. Prepare and mail the registration packets for state conference to include hotel information, registration form, tentative program, available tours, information on speakers and entertainment, special interest or learning sessions, and any other pertinent information to counties by July 15.
20. Print tickets (banquet, meal, class or workshop, region breakfasts, etc.) needed for registration packets. Hostesses shall take banquet tickets at door.
21. Secure qualified judges for Cultural Arts and Fashion Revue and give appropriate token of appreciation provided by TAFCE.
22. Host region to obtain hostesses for cultural arts, registration, set-up, judging, viewing and pick-up.
23. Host region to have hostesses where needed.
24. Obtain rooms and hostesses as needed for Fashion Revue.

HAVE ALL CONFERENCE INFORMATION APPROVED BY THE APRIL TAFCE BOARD MEETING OF THE CONFERENCE YEAR AND READY TO SEND TO COUNTIES BY JULY15.

REGISTRATION COMMITTEE

Chair: TAFCE Treasurer and Committee -- host region treasurer, one (1) UT Extension Advisor from the host region and host region committee.

NOTE: A registration fee will be paid by **ALL** who attend our State Conference, except TAFCE Board, currently employed Extension Staff and special guests invited by TAFCE president. This fee helps defray expenses for this meeting.

HOST REGION MEMBERS MAY HAVE A ONE-DAY REGISTRATION IF THEY CHOOSE.

DUTIES OF THE REGISTRATION COMMITTEE

1. Secure board approval for registration fee by January TAFCE Board meeting.
2. Prepare registration envelopes. Envelopes will include the following: name tag, meal tickets, class or workshop tickets (if session pre-registration is done); and appropriate ribbons for 50 year members, CVU recipients, voting delegates, TAFCE Board members, executive alumni, first timers and guests. (NOTE: breakfast tickets should be a different color for each region.)
3. Coordinate registration hours.
4. Conduct on site registration.
5. Clean up registration area and return materials to each region president.
6. Each Region President shall be notified of the number attending respective region breakfasts for planning of favors, etc. 3-4 weeks prior to conference and send list of any late conference registrations 1 week prior to conference.

CULTURAL ARTS COMMITTEE

Chair: TAFCE Educational chair assigned by the TAFCE president and the person in charge of Cultural Arts for each Region.

DUTIES OF CULTURAL ARTS COMMITTEE

1. Send out guidelines for the next year's Cultural Arts Exhibit in the State Leadership information by the 1st of the year.
2. Qualified judges (non-FCE members) will be secured by host region and given appropriate tokens of appreciation provided by TAFCE.
3. TAFCE Ed. Chair will purchase cultural arts 1st, 2nd place and viewers choice ribbons and/or certificates. Host Region to prepare ballots for Viewer's choice.
4. Host region to obtain hostesses for cultural arts, registration, set-up, judging, viewing and pick-up.
5. Each region is to provide one person (preferably the region cultural arts chair) to assist in cultural arts contest and exhibit.
6. Set up room two (2) hours prior to registration.

7. Arrange for registration, and register items as entries arrive, assist judges, and display items for viewing.
8. Plan and design a traffic pattern so groups of viewers can easily see exhibits. Have significant time for viewing planned in program.
9. Plan for the security of all cultural arts exhibits throughout the conference.
10. Conduct a "Viewer's Choice" vote. Design and print appropriate ballots. Make a sign for the ballot box. Make a ballot box. Give out ballots during exhibit hours. Be available to answer any questions regarding voting process. Collect ballots, mark name tags when voted, and count Ballots.
11. **The cultural arts winners including the 'Viewers Choice' winner will be announced at the banquet by the TAFCE Ed Chair**

FASHION REVUE COMMITTEE

Chair: TAFCE Educational chair assigned by the TAFCE president and the person in charge of the Fashion revue for each Region.

DUTIES OF FASHION REVUE COMMITTEE

1. Send out guidelines and categories for the next year's Fashion Revue in the State Leadership information by the 1st of year.
2. Qualified judges (non-FCE members) will be secured by host region.
3. TAFCE Ed Chair will purchase fashion revue 1st, 2nd, and 3rd place ribbons and/or certificates.
4. Host region to have hostesses for fashion revue registration, set-up, and judging.
5. Set up room two (2) hours prior to registration.
6. Arrange for pre-registration. Register items as entries arrive.
7. Plan and design a traffic pattern so viewers can easily see the revue during opening session.
8. **Winners will be announced at the opening session by the TAFCE Ed Chair.**

PUBLIC RELATIONS COMMITTEE

Chair: Vice President for Public Policy of host region

DUTES FOR PUBLIC RELATIONS

1. Prepare a news release for county use. Consider the need for pre- and post meeting news releases in conjunction with host region.
2. Contact media in the hosting city for news coverage prior to and during the annual meeting.

DUTIES OF TAFCE OFFICERS

DUTIES FOR TAFCE PRESIDENT

1. **Prepare list of guests and work with TAFCE secretary to send out invitations for conference by July 1 of conference year (see files for sample letters) and send copy to host region president.**
2. Invite Dean of UT Extension to give a greeting and Associate Dean of Family & Consumer Sciences for remarks, one at the opening session and the other at the banquet. Involve each member of TAFCE Board with the program. For example:
 - Introductions and CVU's – VP for Public Policy
 - Thought for the Day – Host Region
 - Cultural Arts – appointed educational chairperson
 - Fashion Revue – appointed educational chairperson
3. Plan a Pre-Board brunch and Board meeting. Determine time, location, menu and cost.
4. Send notice to the board members and notify host region president of the number for the brunch.
5. Arrange reserved seating and seating at head table, etc.
6. Arrange seating for TAFCE Board at annual meeting.
7. Present gifts to out-going TAFCE officers; arrange for the installation of newly elected officers, present **Heart of FCE winner**.
8. Arrange post-Board meeting, set date and place for the next TAFCE Board meeting.
9. Make Honorary Member certificates per TAFCE bylaws (Article III, Section 1B).
10. Prepare agenda for banquet.

DUTIES OF VICE PRESIDENT FOR PROGRAMS

1. Give a report on state reports at general session.

DUTIES OF VICE PRESIDENT FOR PUBLIC POLICY

1. Secure certificates from UT for CVU recipients and give to Region presidents. Recognize the recipients at state conference.
2. Work with host region to prepare and distribute conference news release.
3. Introduce region winners of **Best of the Best** at Opening Session. **The State winner is to be announced at the banquet.**
4. Send list of CVU recipients to host region president by September 15th.
5. Present FCL awards at general session.

DUTIES OF TAFCE SECRETARY

1. Work with the TAFCE president to send out invitations to guests.
2. Send out invitation, registration form and description of conference programs to the following:
 - Dean of UT Extension and guest
 - Vice President for UT Institute of Agriculture
 - Assoc. Dean of UT Extension Family & Consumer Sciences & guest
 - UT Extension Regional Director of the host region
 - Farm Bureau Women's Chairperson
 - President, Tennessee Extension Association of Family & Consumer Scientists (TEAFCS)
 - President, Tennessee Association Agents & Specialists (TAAA&S)
 - President, Tennessee Association of 4-H Workers (TA4-HW)
3. Send letter to all county council presidents. Include notice of Annual TAFCE meeting, Business meeting rules, minutes of last annual business meeting, Treasurer's financial reports, proposed budget, Voting Delegate credential forms, any proposed by-laws changes, and credentials of nominated officers sixty (60) days prior to the annual business meeting.

DUTIES OF TAFCE TREASURER

1. Serve as TAFCE Board representative on registration committee and be available to help with any questions regarding registration.

2. Secure gifts for out-going TAFCE officers - not to exceed \$50.00 for the president, and \$30.00 for the other members.
3. Settle accounts with hotel and/or convention center in accordance with the contract, and as approved by the TAFCE president, and report conference expense to TAFCE board in January.
4. Treasurer's reports to include full year preceding conference (Aug. 16 to Aug. 15) for the checking account, and January 1- August 15 of current year for all accounts.

DUTIES OF EDUCATION CHAIRS

1. Recognize Cultural Arts winners at banquet.
2. Recognize Fashion Revue winners at opening session.
3. Recognize Creative Writing winners at opening session.
4. Extend invitation to scholarship recipient and a guest to attend the TAFCE banquet for recognition. RSVP required. Do this at the time the recipient is notified of receiving the TAFCE scholarship.
5. Announce the scholarship recipient. (Recognize if in attendance at banquet).

SECTION IV

GUIDELINES FOR STATE CONFERENCE

HOST REGION PRESIDENT AND CONFERENCE COORDINATOR

November- Two years prior to Conference in your region:

Hotel is chosen by Facilities Selection committee- you should also meet with them with any recommendations concerning selection. Dates for the conference should not conflict with UT Advisors, nor be Thanksgiving week, or, preferably, not the week after Thanksgiving.

August-One year prior to Conference in your region:

1. Present several theme and logo ideas at board meeting for approval.

September- One year prior to Conference in your region:

2. Make as many committee appointments with chairpersons as necessary for a successful conference.
3. Meet with committee chairs to outline duties and responsibilities.
4. Work with host treasurer to set up conference budget.
5. Contact hotel regarding cost for meals. (Pre-board brunch, banquet, region breakfasts and Alumni luncheon) This is needed for the registration form to be presented at the January TAFCE Board meeting. Hotels will usually work with you when you give them a specific amount that can be spent on each of these meals.

October

6. Talk with or meet with TAFCE treasurer to get recommendations for registration form.
7. Prepare rough draft of registration.
8. Prepare invitations for State Conference.

November

9. Attend State Conference. Issue invitation to next year's Conference.
10. Note any good ideas and talk with past host president and coordinator for ideas of what will or won't work.
11. Be certain all committees are functioning.

December

12. Work on final rough draft of registration.
13. Have a general idea of speakers, sessions, etc.
14. Obtain samples and prices of items that could be given to attendees, (totes, portfolios, name tags, etc.) and take to January board meeting for approval.

YEAR OF CONFERENCE

January

15. Present tentative agenda, registration form, gifts and prices to state board for approval.
16. After State board meeting, meet with Region board.
17. Send letters to all counties in your Region with their responsibilities for State Conference (Goody bag items, hospitality room items, hostesses, etc.)

February

18. Talk with program chairs and session chairs to get final plans completed.

March

19. Complete registration form with fees and registration deadline.
20. Finalize program.
21. Have copies for entire State Board and Advisors at April meeting.

April

22. **State Board meeting- (these decisions are made and voted on)**

*Gifts	*Registration
*Sessions	*Speakers
*Deadlines	*Registration packet

23. Letters are sent to county presidents to recruit hostesses. (Whenever you send out letters, mail a copy to TAFCE president and Region advisors.)
24. Have one person in charge of sessions, (i.e. what room #, what is needed and hostesses.)

May

25. Have committee meetings to see if there are any problems.

June

26. Work with host region treasurer to prepare registration packets for mailing.

July

27. Prepare a hostess schedule.
28. **The registration packets to be mailed by host president to all county council presidents and State Board by July 15.**

August

29. Have a meeting at hotel for room assignments for each session (classroom, theater style, breakfast, lecture, work tables, etc.) Do this prior to the August Board meeting.
30. **Finalize above facilities so location can be listed in program and on tickets. Bring final draft of program to August State Board meeting.**
31. At least 6 weeks prior to conference have conference & banquet programs printed.

October

31. Contact Cultural Arts and Fashion Revue judges to confirm their participation as judges, verify time for judging, and give directions to hotel.
32. Ask treasurer and TAFCE president about numbers for conference.
33. Check with everyone to be sure they have everything under control. After deadline, inform each region president of number attending region breakfasts.

November

34. Give final numbers to hotel for meals (check contract for this date), sessions, etc. The region treasurer will have this information except for any invited guests which the TAFCE president will have. Also check with the Executive Alumni president for numbers for the Alumni luncheon.
35. About one week prior to conference, contact cultural arts and fashion revue judges again with any final instructions.
36. Remember special seating for special guest, flag bearers, etc.
37. Enjoy-you will have a great conference if you have followed these guidelines.
38. **Have the Region Treasurer send to the TAFCE Treasurer a complete financial accounting of the budgeted money provided by TAFCE (currently \$2,300.00) with documentation, receipts and any unused portion of the money by December 31.**