

KATFACS COMMITTEES

(Procedure Manual)

Awards/Retirement

- Purpose: Select FACS candidates for awards.
- Duties: Budget \$150 for awards, \$100 for retiree's. Seek candidates from the organization for awards. Obtain qualifications and meet to determine the candidate to be submitted. Identify and recognize retiring teachers. Prepare appropriate ceremonies, buy gifts or plaques, and prepare certificates.
- Timeline:
 - Fall - receive nominations collected from the president at the Summer District Meeting. Notify nominated persons and provide award applications with deadlines.
 - Spring - Review applications, select local winners announce winner at United Conference and forward winner on to K-ACTE.
 - Purchase awards (gifts or plaques). Provide president with information for ceremony program.
 - Summer- Present and prepare ceremony during the KATFACS luncheon.

Scholarship

- Purpose: Encourage and promote Family and Consumer Science Education to students at both the high school and collegiate level. One \$500 Scholarship awarded
- Duties: Review the applications submitted for the High School and/or College Student
- Scholarships. Revise and propose changes if needed to the application yearly.
- Timeline:
 - Fall- Propose any corrections to the document if needed. Remind members of the scholarship opportunities for students. Make forms available via website, email, etc.
 - Spring - Collect and review applications at United Conference with committee
 - Summer- Award Scholarship during Awards Luncheon. (Announce names) Checks will be issued to the high school student winner after proof of college enrollment is presented or college student winner during their student teaching semester (with proof).

Budget and Audit

- Purpose: Monitor budget and audit the KATFACS funds annually, reporting results to the membership.
- Duties: The Financial Director is the chairperson of the committee. Monitor budget and audit funds annually (UAC).
- Timeline:
 - Spring - Review documents during the Spring meeting.

Membership

- Purpose: Promote membership.
- Duties: Provide posters, flyer, or brochures to potential members as well as current members. Establish positive member relationships.

Constitution and Bylaws (Past-President)

- Purpose: Review and submit any necessary amendments to the membership at the Spring meeting and vote at the Summer meeting.

Program-of-Work (President-Elect)

- Purpose: Create a focus/goal for the membership.
- Duties: Attend the NATFACS meeting during the ACTE National Conference to receive the NATFACS program of work. Present to the membership at the start of President's term in office.
- Timeline:
 - Fall: Attend National ACTE Conference
 - Summer: Present Program of Work (strategic plan from NATFACS)

Nominating (Past-President)

- Purpose: Present a slate of officers for election
- Duties: Contact potential candidates for officers who will prepare a resume. Consult with the current president and state staff for recommendation. Prepare ballots and questions for election. Tally votes at elections and plan installation with the president.
- Timeline:
 - Spring - Present Nominations
 - Summer- Run elections according to the written bylaws

Public Relations and Publicity

- Purpose: Promote FACS and KATFACS visibility.
- Duties: Prepare news releases and letters for members. **Select and purchase, with Executive Council approval, membership benefits.** Publicize all activities.

Evaluation (President-Elect)

- Purpose: Create suggestions for improving conferences.
- Duties: Prepare and tally summer conference evaluation.
- Timeline:
 - Summer: Obtain the summer conference schedule from the President and create an evaluation. Tally results.

Marketing

- Purpose: To promote the FACS profession through marketing items.
- Duties: Budget- **Saleables \$500, Sales Tax \$50**. Acquire marketing items to sale. Have them available for purchase at conferences.

FCCLA Representative

- Purpose: Develop and maintain a working relationship with FCCLA.
- Duties: Serve on the FCCLA State Executive and Advisory Council and report back to KATFACS on activities. Must attend both FCCLA executive meetings in October and December to assist in planning and executing the State Leadership Conference.

United Conference Program (President, Past-President, President-Elect)

- Purpose: United Conference planning.
- Duties: Serve on committees and attend planning meetings/conference calls.

K-ACTE Conference Program Planning and Assistants (President Chair)

- Purpose: Assist the President with the K-ACTE Summer Conference planning.
- Duties:
 - Secure presenters, keynote, tours and events for KATFACS during the K-ACTE Summer Conference. Review previous year's evaluations to create a conference that reflects the needs of the membership. Write thank you notes to speakers.
 - Facilitator selection - Provide members to introduce speakers and assist with handouts at each session. Collect and count tickets at meals.
 - Logistics - Organize rooms and arrange for equipment/technology that speakers will need.
 - Exhibits/vendors and Door Prizes - Contact potential exhibitors/vendors with a form letter for amount of space they will have, fee, and door prizes they may provide. Organize the set up for exhibits/vendors. Set up exhibit area and help as needed. Write thank-you notes to exhibitors.

Website

- Purpose: To keep the website up-to-date.
- Duties: Work with the webmaster (Kansas Hosting LLC, Wichita, KS) and membership to provide a user friendly internet resource or all to use. Encourage achievements and articles from membership.
- Timeline: continual up dates
 - Fall: Update leadership positions and contact information
 - Winter: Post UAC registration and upcoming dates
 - Spring: Post nominations for upcoming elections and link to summer conference registration.

Mentoring Chair

- Purpose: Head the mentoring program.
- Duties: Pair new teachers with experience teachers. Provide a basic communication outline for the mentoring pair for follow. Provide guidance.
- Timeline:
 - Summer: Meet with new teachers and pair with experienced teachers, facilitate a session on mentoring.
 - Fall: Continue contact with mentoring pairs.
 - Spring: Facilitate a session for mentoring pairs at UAC.

UAC Committee Responsibilities

- Purpose: Complete the responsibility KATFACS receives from the UAC Planning Committee
- Duties: Contact the KATFACS President to determine the responsibility received by January. Complete tasks as required.

NOTE: The purpose of this document is to be used as a resource for members to use. This document is a composite of notes, deadlines and procedures for each committee. It was created by members serving on the committees listed. It does not need a vote from the membership to be corrected or updated.