

Tennessee Association of Agriculture Educators

Officer Responsibilities

TAAE President:

1. To publish four newsletters each year for TAAE members and to send copies of the newsletter to school administrators and CTE Directors.
2. To update the TAAE Constitution and By-Laws and the Program of Activities.
3. To develop a state Presidents Report for Region V Conference and NAAE Convention.
4. To attend Region V Conference and NAAE Convention as a TAAE Delegate.
5. To serve as a liaison for TAAE.
 - a. To serve as a member of the Tennessee FFA Alumni Council
 - b. To serve as a member of Tennessee State Department of Education Agriculture Division Joint State Staff
 - c. To serve as a member of the Tennessee FFA Board of Directors
 - d. To attend new teacher meetings and workshops to encourage new teachers to become members.
6. CTE Conference Responsibilities:
 - a. To develop Registration Packet for members.
 - b. To work with State Staff to Develop Programs for teachers.
 - c. To work the registration booth at CTE Conference.
 - d. To create and copy the TAAE Banquet Program.
 - e. To prepare an agenda for each business session.
 - f. To develop committee packets with instructions of items to consider.
 - g. To make arrangements for TAAE Auction Items to be delivered to Conference.
 - h. To secure the award sponsors for the TAAE Banquet.

Current Sponsors Include (\$500 each):

- a. Outstanding Young Member – Tennessee Farmer’s Co-Op
- b. Outstanding Teacher – Farm Credit Services
- c. Outstanding Program – Learning Labs, Inc.
- d. Teacher Mentor – Tennessee Farm Bureau

TAAE President (continued):

i. Send a conference reminder via email to include:

- *State Department Demographic Form Old Teachers
- *State Department Demographic Form New Teachers
- *NAAE Demographic Form
- *TEA Demographic Form
- *TAAE New Member Form
- *MTSU Parking pass
- *TAAE Banquet details
- *Registration Details (Dues & checkbook)

7. Tennessee FFA State Convention Responsibilities:

- a. To prepare agenda for each business session.
- b. To secure a TAAE booth for the FFA Trade/Career Show.
- c. To secure a room for the Teach Ag Rally.
- d. To oversee the judging of NAAE Award Applications.
- e. To make arrangements with the Collegiate TAAE Committee for program details.

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TAAE Regional Vice-Presidents

1. To work with other officers to implement the POA.
2. To attend Region V Conference and NAAE Convention as a TAAE Delegate.
 - a. To serve as Tennessee representatives on Committees.
3. To serve as a liaison for TAAE.
 - a. To serve as a member of Tennessee FFA Foundation Board
 - b. To serve as a member of Tennessee State Department of Education Agriculture Division Joint State Staff
 - c. To attend new teacher meetings and workshops to encourage new teachers to become members
4. CTE Conference Responsibilities:
 - a. To appoint committee members for CTE Conference Committees.
 - b. To work the registration booth at CTE conference.
 - c. To secure door prizes for CTE Conference.
 - d. To present awards at the TAAE Banquet held during CTE Conference.
 - e. To provide teacher photos to State Department of Education for use in the State Directory.
5. State FFA Convention Responsibilities:
 - a. To send out reminders to regional award winner for applications to be due at State Convention.
 - b. To judge NAAE Award applications during Convention.
6. Order Regional Award Winner Plaques for Regional Banquets to include:
 - a. Outstanding Young Member
 - b. Outstanding Teacher
 - c. Teacher Mentor
 - d. Outstanding Program
 - e. Teacher Turn the Key
 - f. Outstanding Service
 - g. Lifetime Achievement

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TAAE Secretary:

1. To keep minutes at each meeting and prepare them for CTE Conference and State FFA Convention.
2. To maintain a secretary book that includes constitution bylaws, minutes of each meeting and revised copy of the POA.
3. To attend Region V Conference and NAAE Convention as a delegate.
 - * Assist the President in developing the State Presidents Report.
4. CTE Conference Responsibilities:
 - a. Order TAAE Award Winner Plaques to be present at the TAAE Banquet at Conference.
 - *Outstanding Young Member
 - *Outstanding Program
 - *Outstanding Teacher
 - *Teacher Mentor
 - *Teacher Turn the Key
 - *Outstanding Service
 - *Lifetime Achievement
 - *Ideas Unlimited
 - *Retiring President
 - b. To maintain necrology records and secure a member to present report at the annual banquet.
 - c. To forward the top 10 Ideas Unlimited to Mr. Loftis to be published on the Tennessee FFA website.
 - d. To send a news release of all TAAE award winners to local publications.
 - e. To contact local newspapers about the election of TAAE new officers and give a brief description of TAAE and its role in Agriculture Education.

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Officer Responsibilities

TAAE Treasurer:

1. To maintain membership records.
2. To pay all dues to NAAE, TACTE, and ACTE in a timely manner.
3. To oversee all bank accounts.
4. To attend Region V Conference and NAAE Convention as a TAAE Delegate
 - a. Register all TAAE Officers for conference & convention.
 - b. Secure hotels for all TAAE Officers for conference & convention.
 - c. Issue reimbursement checks to TAAE Officers for travel.
5. CTE Conference:
 - a. To provide a treasurer's report at all meetings
 - b. To order watches for all TAAE members who are retiring
 - c. To oversee the "passing of the hat" for the Legislative and Benevolence Funds
 - d. To print Payment sheets for registration.
 - e. To print TAAE Banquet certificates:
 - *30 Minute Club
 - *Teacher of Teachers
 - *Years of Service
 - *100% Districts
 - f. To provide a budget to be reviewed at CTE conference for the upcoming year.
 - g. To make books and records available for the Auditing Committee at CTE Conference.
6. To request funding from TEA for State Presidents Travel.

