

National Association of Credit Specialists USDA-FSA



Operating Manual

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PART 1 – ORGANIZATION

A Introduction

1 General Overview

NACS-FSA is a national organization of members involved in or in support of the agricultural credit services of the Farm Service Agency. The leadership consisting of the National Officers and four Zone Representatives is elected annually at Convention. Each member of NACS-FSA is also a member of a recognized State Association. NACS is the national contact for issues to be brought to the FSA National Office or for working on other national issues. State Associations work with their respective State Offices and State Executive Director on state issues and provide input and direction to NACS leadership in the form of resolutions, Zone Meetings, and the National Convention. NACS may also be called upon for assistance with State issues if the issue is of significant important or has national implications.

2 Objectives

The following objectives of NACS are as listed in the NACS Constitution.

- a To expand, improve, and expedite the services of USDA Agencies to Rural America.
- b To promote the social, economic, professional and vocational skills, civic and personal welfare of all USDA - Farm Service Agency employees to:
 - (1) Ensure equal status and privileges with other federal and non-federal employees.
 - (2) Improve morale and efficiency by giving suitable recognition both to individual employees and to USDA - Farm Service Agency field offices whose performances are outstanding.
 - (3) To collect and disseminate information relating to items 1 and 2 listed above and to use such information for the general good without favoritism, bias, or prejudice.
- c To help organize associations in all states.
- d To cooperate and affiliate with other organizations whose objectives are similar and compatible with those to this Association.

3 NACS Board

The current NACS Board with contact information is shown in Exhibit 1-A. The NACS Board may also be accessed via the NACS web site (www.nacsfsa.net), then select Membership List.

Organization

4 Mission Statement

To enhance the delivery of FSA programs through facilitation of communication and interaction between FSA field level employees and FSA senior level management.

National Association of Credit Specialists of the Farm Service Agency (NACS-FSA) and previously the National Association of County Supervisors (NACS) were created by management level employees in USDA involved in making and servicing loans. Although our targets have changed over the years from making and servicing rural housing loans, farm loans, rural rental housing to just agricultural loans, our members have remained committed to improving service to our customer – rural residents and farmers and ranchers.

The USDA Reorganization Act of 1994 brought major changes to USDA and the disbanding of Farmers Home Administration (FmHA). NACS was transformed also into NACS-FSA and NACS-RD. These two organizations have gone their own way and created professional organizations based on Chapter 251 of Federal Personnel Regulations (5 CFR Part 251).

NACS-FSA has continued with evolving through association with FMA on legislative issues. NACS-FSA has taken a pro-active and positive approach to legislation which affects our customers. We have created and maintain interactions with the Agricultural Committees of both the Senate and House of Representatives. This has provided many opportunities to improve service to Farm Service Agency customers.

Our mission, indeed our endowment for members in the future, is to leave a legacy of what we have learned and experienced through the years. Our goal in formulating this manual is to provide continuity to the future members and officers.

5 History

On October 27, 1973, a small group of County Supervisors met at a Holiday Inn in Kansas City, Missouri. That was the founding meeting of The National Association of County Supervisors. At that time, the following “Statement of Principles” was read.

Statement of Principles

“The purpose of this organization, the National Association of County Supervisors, is one of the highest of ideals. The main objective is to establish a professional organization whose main function will be to elevate the position of County Supervisor to its proper position in government service. As County Supervisors, we are more than just government employees. Our objective is to bring recognition to a group of dedicated people who have accepted the assignments given them as a responsibility rather than just a job. We, the County Supervisors, are one of the most important persons today in the fight to preserve our rural heritage. We are professionals in the field of rural credit. We have been given the task of stabilizing the rural community with our varied authorities. We are bankers, psychologists, lawyers, sociologists, agriculturists, economists, engineers, counselors, civic and community leaders.

It is then the purpose of this organization to bring proper recognition to us and to our profession. We then can take our place along side our other co-workers in government and be recognized for our true value.

We should keep in mind that this organization should not digress to a petty grievance board. Our function should be one of constructive suggestions. Criticism yes, where it

Organization

5 History (con't)

is due, and commendation and praise when it is in order. With criticism, we should come forth with recommendations. Recommendations to better serve the public our number one assignment.

We will strive to acquire equal status and privilege with other federal and non-federal employees, seeking a monetary return for our services equal to that received by others in like professions.

To improve morale by giving suitable recognition both to individual employees and to county offices whose performances are outstanding.

To expand, improve, and expedite the services of the Farmers Home Administration to rural peoples.

To improve our working conditions, adequate staffing of offices, better equipment, and the establishment of a consultative relationship at policy making levels to bridge the gap that now exists between County Supervisors and policy makers. We cannot be effective in these things unless we speak from a position of strength. Strength comes from numbers. We need the support of every County Supervisor. We need some of your time, encouragement, and, yes, a little of your money. This organization will not be effective unless you are behind it 100%. We solicit your support."

Less than three months later, January 9, 1974, the National Association of County Supervisors was recognized as a consultative body by the FmHA Administrator.

As a result of USDA reorganization, Farmers Home Administration (FmHA) is no longer in existence and the County Supervisor position title is no longer utilized by Rural Development or Farm Service Agency, the two agencies that assumed responsibility for programs formerly administered by FmHA. The National Association of County Supervisors (NACS) is now recognized as the National Association of Credit Specialists for Farm Service Agency (NACS FSA) and the National Association of Credit Specialists for Rural Development (NACS RD), two separate organizations that maintained the principals and objectives of the NACS founding fathers.

Founding Fathers

*Paul Booth, SC
Wallace Brunton, OH
Doug Horrocks, NE
James C. Kirk, GA*

*Richard Lengel, CO
Roy E. Millegan, MA
Ray L. Smith, OK
Joe Turney, KS*

A listing of the Presidents of NACS since its founding are included in Exhibit 1-I.

NACS FSA Affiliation with FMA

As a result of the USDA Reorganization in October 1995 and the division of NACS into two separate managerial organizations in June 1996, NACS-FSA decided that it wanted a more decisive voice in legislative matters. After a long and deliberate investigation, the membership voted to join the Federal Managers Association (FMA). NACS benefited from this partnership for 12 + years and learned the mechanics of the legislative process. In June 2008 NACS members voted to change FMA affiliation to voluntary and pursue legislative issues as determined by the NACS Board.

Organization

6 Long-Term Goals

- a Establish a systematic method of handling resolutions from members to the National Office or legislative contacts, as appropriate, through the NACS-FSA committee structure
- b Enhance FSA program delivery and promote NACS legislative goals through interaction with other organizations (ABA, ICBA, FB, FU, etc.) and with Congressional representatives.
- c Work closely with other USDA employee organizations to promote common goals (NACS-RD, NASE, NASP, NASCOE, NADD, etc.)
- d Promote the professional occupation of the Loan Specialist and other occupational series within FSA that deal directly with Farm Loan Programs including Farm Loan Specialists, Appraisers, District Directors and Farm Loan Chiefs

7 National Convention Attendance

See Exhibit 1-B for history of National Convention attendance.

8 National Presidents List

See Exhibit 1-C for history of service by members as National President.

B Regulations Governing Agency Relationship with Organizations

NACS-FSA is an authorized organization under the following regulation.

1 PART 251—Agency Relationships with Organizations

Subpart A—General Provisions

§ 251.101 Introduction.

(a) The regulations in this part apply to all Federal executive branch departments and agencies and their officers and employees.

(b) This part provides a framework for consulting and communicating with non-labor organizations representing Federal employees and with other organizations on matters related to agency operations and personnel management.

(c) The purposes of consultation and communication are: the improvement of agency operations, personnel management, and employee effectiveness; the exchange of information (e.g., ideas, opinions, and proposals); and the establishment of policies that best serve the public interest in accomplishing the mission of the agency.

(d) An agency's consultation and communication with organizations representing Federal employees and with other organizations under this part may not take on the character of negotiations or consultations regarding conditions of employment of bargaining unit employees, which is reserved exclusively to labor organizations as provided for in Chapter 71 of title 5 of the U.S. Code or comparable provisions of other laws. The regulations in this part do not authorize any actions inconsistent with Chapter 71 of the U.S. Code or comparable provisions of other laws.

(e) The head of a Federal agency may determine that it is in the interest of the agency to consult, from time to time, with organizations other than labor organizations and associations of management officials and/or supervisors to the extent permitted by law. Under section 7(d)(2) and (3) of Executive Order 11491, as amended, recognition of a labor organization does not preclude an agency from consulting or dealing with a veterans organization, or with a religious, social, fraternal, professional, or other lawful association, not qualified as a labor organization, with respect to matters or policies which involve individual members of the organization or association or are of particular applicability to it or its members.

(f) Federal employees, including management officials and supervisors, may communicate with any Federal agency, officer, or other Federal entity on the employee's own behalf. However, Federal employees should be aware that 18 U.S.C. 205, in pertinent part, restricts Federal employees from acting, other than in the proper discharge of their official duties, as agents or attorneys for any person or organization other than a labor organization, before any Federal agency or other Federal entity in connection with any matter in which the United States is a party or has a direct and substantial interest. Agency officials and employees are therefore advised to consult with their designated agency ethics official for guidance regarding any conflicts of interest that may arise.

§ 251.102 Coverage.

To be covered by this part, an association or organization:

(a) Must be a lawful, nonprofit organization whose constitution and bylaws indicate that it subscribes to minimum standards of fiscal responsibility and employs democratic principles in the nomination and election of officers;

Organization

1 PART 251—Agency Relationships with Organizations (con't)

- (b) Must not discriminate in terms of membership or treatment because of race, color, religion, sex, national origin, age, or handicapping condition;
- (c) Must not assist or participate in a strike, work stoppage, or slowdown against the Government of the United States or any agency thereof or impose a duty or obligation to conduct, assist, or participate in such strike, work stoppage, or slowdown; and
- (d) Must not advocate the overthrow of the constitutional form of Government of the United States.

§ 251.103 Definitions.

- (a) *Organization representing Federal employees and other organizations* means an organization other than a labor organization that can provide information, views, and services which will contribute to improved agency operations, personnel management, and employee effectiveness. Such an organization may be an association of Federal management officials and/or supervisors, a group representing minorities, women or persons with disabilities in connection with the agencies' EEO programs and action plans, a professional association, a civic or consumer group, and organization concerned with special social interests, and the like.
- (b) *Association of management officials and/or supervisors* means an association comprised primarily of Federal management officials and/or supervisors, which is not eligible for recognition under Chapter 71 of title 5 of the U.S. Code or comparable provisions of other laws, and which is not affiliated with a labor organization or federation of labor organizations.
- (c) *Labor organization* means an organization as defined in 5 U.S.C. 7103(a)(4), which is in compliance with 5 U.S.C. 7120, or as defined in comparable provisions of other laws.

Subpart B—Relationships With Organizations

§ 251.201 Associations of management officials and/or supervisors.

- (a) As part of agency management, supervisors and managers should be included in the decision-making process and notified of executive-level decisions on a timely basis. Each agency must establish and maintain a system for intra-management communication and consultation with its supervisors and managers. Agencies must also establish consultative relationships with associations whose membership is primarily composed of Federal supervisory and/or managerial personnel, provided that such associations are not affiliated with any labor organization and that they have sufficient agency membership to assure a worthwhile dialogue with executive management. Consultative relationships with other non-labor organizations representing Federal employees are discretionary.
- (b) Consultations should have as their objectives the improvement of managerial effectiveness and the working conditions of supervisors and managers, as well as the identification and resolution of problems affecting agency operations and employees, including supervisors and managers.
- (c) The system of communication and consultation should be designed so that individual supervisors and managers are able to participate if they are not affiliated with an association of management officials and/or supervisors. At the same time, the voluntary joining together of supervisory and management personnel in groups of associations shall not be precluded or discouraged.

Organization

1 PART 251—Agency Relationships with Organizations (con't)

§ 251.202 Agency support to organizations representing Federal employees and other organizations.

(a) An agency may provide support services to an organization when the agency determines that such action would benefit the agency's programs or would be warranted as a service to employees who are members of the organization and complies with applicable statutes and regulations. Examples of such support services are as follows:

(1) Permitting employees, in appropriate cases, to use agency equipment or administrative support services for preparing papers to be presented at conferences or symposia or published in journals;

(2) Using the authority under 5 U.S.C. 4109 and 4110, as implemented by 5 CFR part 410, to pay expenses of employees to attend professional organization meetings when such attendance is for the purpose of employee development or directly concerned with agency functions or activities and the agency can derive benefits from employee attendance at such meetings; and

(3) Following a liberal policy in authorizing excused absence for other employees who are willing to pay their own expenses to attend a meeting of a professional association or other organization from which an agency could derive some benefits.

(b) Agencies may provide Government resources support to organizations (such as space in Government facilities for meeting purposes and the use of agency bulletin boards, internal agency mail distribution systems, electronic bulletin boards and other means of informing agency employees about meetings and activities) in accordance with appropriate General Services Administration regulations contained in title 41 of the Code of Federal Regulations. The mere provision of such support to any organization is not to be construed as Federal sponsorship, sanction, or endorsement of the organization or its activities.

Subpart C—Dues Withholding

§ 251.301 Associations of management officials and/or supervisors.

Dues withholding for associations of management officials and/or supervisors is covered in 5 CFR 550.331.

§ 251.302 All other organizations.

Under 5 CFR 550.311(b), an agency may permit an employee to make an allotment for any legal purpose deemed appropriate by the head of the agency. Agencies may provide for the allotment of dues for organizations representing Federal employees under that section. [FR Doc. 96-16215 Filed 6-25-96; 8:45 am] BILLING CODE 6325-01-M

Organization

C Constitution and By-laws

The following is the constitution and by-laws, as presently amended.

ARTICLE I – NAME

This organization shall be known as the National Association of Credit Specialists of the USDA - Farm Service Agency.

ARTICLE II – OBJECTIVES

- A To expand, improve, and expedite the services of USDA Agencies to Rural America.
- B To promote the social, economic, professional and vocational skills, civic and personal welfare of all USDA - Farm Service Agency employees to:
 - (1) Ensure equal status and privileges with other federal and non-federal employees.
 - (2) Improve morale and efficiency by giving suitable recognition both to individual employees and to USDA - Farm Service Agency field offices whose performances are outstanding.
 - (3) To collect and disseminate information relating to items 1 and 2 listed above and to use such information for the general good without favoritism, bias, or prejudice.
- C To help organize associations in all states.
- D To cooperate and affiliate with other organizations whose objectives are similar and compatible with those to this Association

ARTICLE III – MEMBERSHIP

- A. Membership shall consist of four kinds:
 - 1. REGULAR - regular membership shall be those employees, not including political appointees, involved in agricultural credit services that have supervisory and/or program management responsibilities, which pay quarterly dues and agree to abide by the Constitution and By-Laws of this Association.
 - 2. ASSOCIATE - All individuals who have an interest in the objectives of the Association but do not qualify for regular membership, who pay dues and agree to abide by the Constitution and By-laws of this Association.
 - 3. RETIRED - All retired employees of the USDA Agencies shall be eligible for retired membership by payment of annual dues and agreeing to abide by the Constitution and By-laws of this Association.
 - 4. HONORARY - Any person who the Board of Directors shall recommend and receive a 2/3 vote from the official delegates at the annual meeting.
- B. Regular membership only, shall carry with it the privilege of holding any office to which they may be elected or appointed and can represent their state if appointed a delegate and have voting privileges on matters brought before the Association.
- C. Membership in this organization will be free of discrimination in terms of membership or treatment because of race, color, religion, sex, national origin or age.

Organization

C Constitution and By-laws (con't)

- D. To qualify for membership in the National Association, an individual must be a member of a State Association or a duly recognized Association of Credit Specialists working in a state, regional or national office.
- E. With exception to duly recognized State Associations, all state, regional or national office associations must submit a copy of their proposed Constitution and By-Laws to the NACS-FSA Board of Directors for review and acceptance. The proposed Constitution and By-Laws must clearly define their proposed membership criteria.

ARTICLE IV – GOVERNMENT

A. OFFICERS

Officers of this Association shall be a President, Vice President, Secretary and Treasurer, who shall hold office for one year, or until their successors are duly elected and qualified.

B. BOARD OF DIRECTORS

The Board of Directors shall consist of the newly elected officers, the retiring president and the zone representatives. For the first year of the newly formed Association, the retiring president shall be the 1995/1996 president of the dissolved National Association of County Supervisors.

C. The four officers and past president shall be the executive committee.

D. Manner of Election

- 1. Each state or duly recognized association in good standing on the first day of the national convention shall be entitled to the following delegates and alternates based on the regular membership in the respective association:

Membership	Delegates	Alternates
1-10	2	2
11-25	3	3
26-40	4	4
41 - +	5	5

Membership shall be shown by the records of the National Association Treasurer as of the first day of the National Convention. Selection of each delegate and alternate shall be evidenced by a certificate signed by the President or Secretary of each state or recognized association.

- 2. Only registered delegates with certified credentials and present, shall be entitled to vote and each such delegate may cast one vote at each election and on every question submitted to the convention.
- 3. A majority of the registered delegates with credentials, present at any convention, shall constitute a quorum.
- 4. The election of the President, Vice President, Secretary, and Treasurer shall be at the annual convention with the membership in attendance and the state delegates casting votes as prescribed.

Organization

C Constitution and By-laws (con't)

5. The Nation will be divided into zones as determined by the Board of Directors. The Board of Directors will assign each new association to a Zone. The Zone Representatives will be bound by the wishes of their zone at the Board of Directors meeting and will cast votes in keeping with the instructions given. The zone representatives shall be elected by ballot at the annual meeting by the delegates of the states or recognized associations comprising the zone.
 6. Election shall be by ballot. The candidate receiving a majority vote shall be declared elected. If no candidate receives a majority, the two candidates receiving the most votes shall be again voted on.
 7. A vacancy in any office shall be filled by a majority vote of the Board of Directors. The appointee shall serve until a successor is elected at an annual meeting.
- E. Newly elected officers and representatives shall be installed following election at the annual meeting.

ARTICLE V - DUTIES OF OFFICERS AND BOARD OF DIRECTORS

- A. The duties of the officers shall be those normally devolved upon such positions.
- B. The President, with the advice and consent of the Board of Directors, shall appoint such standing and special committees deemed necessary, and shall be a member ex-officio of all committees.
- C. The Officers and the Board of Directors shall:
 1. Have power to transact all business of an emergency nature that may arise between annual meetings.
 2. Act as a program committee, appointing sub -committees from among the membership as necessary.

ARTICLE VI – MEETINGS

- A. Annual meetings shall be held at a time and place designated by a committee delegated this task.
- B. Committee meetings shall be held immediately prior to and during the convention, the purpose of which will be to review proposed resolutions to be presented at the annual meeting. A vote will be taken to recommend either adoption or non-adoption of each resolution. Each committee member shall be entitled to one vote on the question of recommendation. The committee members shall take a non-binding poll of the other members present. The question of recommendation shall not be considered to be a question as defined in Article IV, Section D2. Each committee shall present a report to the annual meeting. The format of the report is to be approved by the Board of Directors. This format shall include, at a minimum, a list of proposed resolutions recommended for adoption and a list of proposed resolutions not recommended for adoption. The committee shall have the authority to consolidate similar resolutions and edit resolutions without changing their original intent.

Organization

C Constitution and By-laws (con't)

- C. Meetings of the officers and Board of Directors shall be at the call of the President or by a majority of the Directors, not less than two meetings annually. No meeting of the Board of Directors shall be held without due notice to all members thereof.

ARTICLE VII – AMENDMENTS

- A. The constitution may be amended at any membership meeting by a two thirds (2/3) vote of those present, provided notice of the proposed amendment is properly posted to the NACS FSA web site thirty (30) days prior to the meeting for review by the membership or three-fourths (3/4) vote of the active members present and three-fourths (3/4) vote of the delegates present if no notice has been given.

BY-LAWS

ARTICLE I - DUES AND FISCAL YEAR

- A. Annual dues shall be determined by the Board of Directors.
 - 1. State may pay dues either annually or quarterly. State paying dues annually, must pay in advance versus arrears
 - 2. States paying quarterly shall have their dues due and payable in alignment with the NACS fiscal year. (Dues shall be due and payable on June 1st, September 1st, December 1st and March 1st.)
- B. The fiscal year shall be June 1 to May 31.

ARTICLE II – QUORUM

- A. A majority of the registered delegates with certified credentials, present at any convention shall constitute a quorum.

ARTICLE III – FINANCES

- A. No debts shall be contracted or liabilities incurred by or on behalf of the Association in excess of cash on hand.
- B. Bills shall be paid by the Treasurer, on the approval of the Board of Directors, and the minutes shall reflect such approval. The Treasurer has the authority to pay bills within an approved budget.
- C. The Treasurer shall give financial reports at annual, special, and Board of Directors meetings.
- D. The books of the Treasurer shall be audited annually by a committee appointed for that purpose.
 - 1. The audit committee shall be composed of one representative from each zone and no representative shall be from a state with an executive committee member.
 - 2. The Treasurer's books shall be reconciled as of May 31 of each year.
- E. Net earnings shall not be distributed for the benefit of any one member.

Organization

C Constitution and By-laws (con't)

- F. Should dissolution occur, all remaining funds in the Treasury shall be distributed as determined by a majority vote of the Board of Directors.

ARTICLE IV - AMENDMENTS OF BY-LAWS

Amendment of the By-laws shall be done in the same manner provided amending the constitution.

ARTICLE V – MEETINGS

- A. Conduct of meeting - *“Robert’s Rules of Order”*, latest edition, shall govern the conduct of all meetings and proceedings.

- B. Order of Business

Roll Call Reading, correction, approval of minutes of last meeting Reports of officers Reports of committees Old Business New Business Election of Officers and Board of Directors Miscellaneous Business Installation of new officers and board members Adjournment

Adopted: July 10, 1996

Amended June 27, 2007

Amended June 18, 2008

Amended June 23, 2010

Amended June 22, 2011

D Consultative Agreement

NACS has the following agreement with Management outlining the agreement to consult and other issues concerning the relationship between NACS and the Agency.

SECTION 1 GENERAL PROVISIONS

1. PURPOSE

The purpose of this agreement is to recognize the NACS-FSA as an organization consisting of FSA employees in state and county offices who are involved in FSA farm loan services. The object of the parties is to work together to develop a constructive, productive relationship and to allow both NACS-FSA and FSA to present and share views on appropriate issues.

2. RECOGNITION AT THE NATIONAL LEVEL

To retain recognition at the national level, NACS-FSA must have membership of a majority of eligible employees nationwide. If NACS-FSA membership is less than a majority of eligible employees, FSA and NACS-FSA will reexamine the membership requirements, and revisit this agreement with NACS-FSA to assure sufficient membership to provide worthwhile dialogue with the agency.

NACS-FSA consists of the following FSA state and county employees: Farm Loan Managers, Farm Loan Officers, District Directors, Farm Loan Specialists including Appraisers and Underwriters, Farm Loan Chiefs, any other FSA employee classified in the GS-1165 series, and any FSA employee who deals primarily and directly with Farm Loan program management responsibilities or who has supervisory responsibilities for Farm Loan programs.

3. JOINT RESPONSIBILITIES

The parties to this agreement pledge themselves to conduct all consultations objectively and in good faith to the purpose of fair and equitable solutions. They will make every effort to reach agreement on all matters within a reasonable period of time.

SECTION 2 OFFICIAL TIME AND USE OF FACILITIES

4. ANNUAL MEETINGS

FSA and NACS-FSA agree to hold an annual consultative meeting in the spring.

NACS-FSA attendees will include the NACS-FSA Board of Directors, which shall consist of 4 national officers, the past president, and the 4 zone representatives. Official time, travel, and per diem is authorized for this consultative meeting.

FSA and NACS-FSA agree to hold an annual general meeting in the fall. This meeting will be held in conjunction with other national associations, but NACS-FSA will be provided time to meet separately with FSA officials. Official time, travel, and per diem is authorized for this general meeting for up to 4 NACS-FSA participants. Other NACS-FSA attendees may attend as approved by the agency. FSA and NACS-FSA agree to hold teleconferences on an as-needed basis.

5. AGENCY SPONSORED MEETINGS

Official time, travel, and per diem is approved for any meeting called by the agency to work on agency business for the benefit of the service.

Organization

D Consultative Agreement (con't)

6. ANNUAL NACS-FSA CONVENTION

2 days of official time is authorized for each member of the NACS-FSA Board of Directors and State Delegates to attend the annual convention.

Official time to attend annual NACS-FSA convention shall be cleared in advance through the employee's supervisor.

No travel and per diem is authorized for the annual NACS-FSA convention.

7. ANNUAL ZONE MEETINGS

Official time is authorized for NACS-FSA national officers and state representatives to attend NACS-FSA zone meetings as follows:

@ 1 day for 1 NACS-FSA national officer to attend each annual zone meeting. A maximum of 4 days annually is authorized for NACS-FSA national officers to attend annual zone meetings.

@ 1 day for 1 State NACS-FSA representative to attend a zone meeting for their area. A maximum of 46 days annually is authorized for State NACS-FSA representatives to attend annual zone meetings.

Official time to attend zone meetings shall be cleared in advance through the employee's supervisor.

No travel and per diem is authorized for annual zone meetings.

8. ANNUAL REPORT ON OFFICIAL TIME FOR CONVENTION, ZONE MEETINGS

NACS-FSA is required to send a quarterly report to the Executive Director for State Operations showing the use of official time to attend the annual convention and zone meetings, by state.

9. OTHER USE OF OFFICIAL TIME

Official time is authorized for official agency business only. Internal NACS-FSA business such as the solicitation of membership, collection of dues, election of officers, preparation of newsletters, etc. shall be conducted during non-duty hours of the employees involved.

10. POSTAGE AND STATIONARY

Use of FSA postage and stationary are authorized for official agency business only.

11. USE OF TELEPHONE

The telephone is authorized for official agency business only.

12. FSA COPY MACHINES AND DISTRIBUTION SYSTEMS

Copy machines and internal distribution systems are reserved for official agency business only. The following exception is permitted. Use of copy machines, e-mail, and internal distribution systems are permitted for copying and distributing NACS-FSA newsletters to FSA offices, provided that copying or distribution is not done on official time, advance supervisory approval is granted, and no postage fees are incurred.

Organization

D Consultative Agreement (con't)

13. USE OF FILE CABINETS, SUPPLIES, AND OFFICE EQUIPMENT

File cabinets, supplies, or office equipment are reserved for official agency business only. FSA will permit the use of available space for NACS-FSA meetings during non-duty hours, where such use will not conflict with the performance of official functions. Official space when available at no added cost may also be used for NACS-FSA files. NACS-FSA is responsible for exercising reasonable care in the use of such facilities.

14. DUES WITHHOLDING

NACS-FSA members are authorized to effect voluntary allotment for the payment of dues to NACS-FSA, subject to requirements of the National Finance Center.

15. EFFECTIVE DATE AND AMENDMENT

This agreement is effective upon written approval by FSA and NACS-FSA. The provisions of this agreement may be opened for amendment at any time by FSA or NACS-FSA. Such modification shall become effective only after written approval by FSA and NACS-FSA.

16. RENEWAL

This agreement is subject to renewal on an annual basis, Either party may provide notice to the other party of intent to terminate this agreement.

APPROVALS

For the National Association of Credit Specialists-FSA:

Date July 15, 2002

/s/
Robin Hampton
President, NACS-FSA

For the Farm Service Agency:

Date July 15, 2002

/s/ John W. Williams
Deputy Administrator for Management

/s/ Douglas Frago
Executive Director for State Operations

/s/ James R. Little
Administrator, FSA

E State / Recognized Associations of Credit Specialists

1 Creating a new association

New state, regional or national office associations may be formed as stated in Article III of the NACS FSA Constitution shown in section 1-C of this document.

2 Association responsibilities

Comply with the constitution and by-laws of NACS FSA (section 1-C of this document).

3 Objectives

The objectives of each state, regional or national office association is to improve programs, services and working conditions within the state or area served by members of the association. State, regional and national office associations are also expected to support/participate in the more global efforts of NACS FSA in striving to meet national objectives.

4 Consultative Agreement

New state, regional or national office associations may strive to secure a consultative agreement with the State Executive Director or other senior management officials. However, a consultative agreement is not mandatory as the association may elect to follow provisions outlined in the NACS consultative agreement with senior management.

5 Meetings

Annual business meetings are encouraged. Meetings should be held to conduct state association business, debate and develop resolutions, discuss issues with State and/or National Office Personnel, maintain a solid networking system for loan officials, meet with fellow employee associations, and meet with NACS representatives when possible. Exhibit 6-B or a memo containing similar information may be utilized to request the NACS FSA President or other member of the Board to attend the state association meeting.

F Zones

Zones are determined by the NACS Board in accordance with Article IV, C, 5 of the Constitution. Existing Zones are shown in Exhibit 1-D.

G Wunder Fund

NACS maintains an endowment fund, named for the vision of Bruce Wunder, for the support of first time attendees at the annual NACS convention and other educational purposes. See Exhibit 1-I for the authorizing resolution. The fund is controlled by the NACS Board and Treasurer and funds are obtained through donations. The Wunder Fund Management Committee is responsible for obtaining donations and recommending disbursements to the NACS Board. See Part 2, G.

H Position Duties and Responsibilities

1 President

a Job Description

The President is the voice of NACS FSA. The President must provide the positive and professional leadership needed to motivate and keep the membership working towards organizational goals and objectives. Personal goals shall be subordinate to organizational goals. The President is responsible for appointing members with the knowledge, skills and ability needed to accomplish NACS FSA objectives to task forces and committees.

b Duties & Responsibilities - NACS Annual Convention

- (1) Work with host state convention planners and fellow organization President's to prepare a NACS FSA Convention Agenda. Refer to Exhibits 5-E and 5-F for a sample general agenda and board member only agenda.
- (2) Invite the upcoming year's convention host State Executive Director to attend the Convention and provide him/her with a registration packet.
- (3) Work with the President of the National Association of Support Employees (NASE) and other organizations as appropriate to invite National Office guests and speakers. Provide guests and speakers with a registration packet and explain their role at convention. Let them know when and for how long they are needed. If they are speakers, give them an idea for a topic and their approximate time frame on the agenda.
- (4) Request Zone Representatives to provide names of individuals from their zone to help with the pledges, invocations, and to serve on the audit and election committees. Coordinate the appointments with the NASE President for NASE and NACS joint sessions.
- (5) With input from the board, select members for the pledges and invocation. Let them know when they will be called on.
- (6) With input from the board, appoint the audit and election committees and a convention parliamentarian. The parliamentarian should be selected and notified prior to the convention to assure that they bring the latest version of Roberts Rules of Order to the convention with them.
- (7) Notify the past year's convention chairperson of their responsibility to conduct the Convention Advisory Board meeting with the past and upcoming Convention Chairperson's. Members of NASE can be invited also.
- (8) Coordinate convention agenda closely with NASE President. Be sure there are no time conflicts with N/O speakers or joint sessions. Keep your Convention Chairperson informed of any agenda changes.
- (9) Let your Convention Chairperson know things like: Where and when microphones are needed, number of places to set at the head tables, where to set the flags for the pledge during each session, when to give away door prices.
- (10) Have a gift to present to the Administrator and any other guests as appropriate.
- (11) Have the President's gavel engraved and ready to pass on to the new President.
- (12) Provide direction to the Audit Committee on their responsibilities.
- (13) Don't forget to introduce the people at the head table.

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H Position Duties and Responsibilities (con't)

1 President (con't)

b Duties & Responsibilities - NACS Annual Convention (cont)

(14) Discuss membership awards with Membership Chairperson.

(15) Present an oral report to the membership. As a minimum, the following issues should be addressed:

- Discuss relationship with National Office, Issues Addressed, and Issues Accomplished
- Progress in meeting current year's goals
- Discuss relationship with other organizations
- Summarize significant activities of past year:
 - Zone meetings
 - Officer meetings with Administration
 - Board actions

c Duties & Responsibilities - Post Annual Convention & Continuing

- (1) Write to the Administrator, Deputy Administrators and appropriate National Office staff who attended the convention. Thank them for their help, inform them of the newly elected Board, and pledge to work with them in the coming year.
- (2) Send written thank you to Convention Chairperson's and State Executive Director from the convention host state.
- (3) If the State Executive Director from next year's host state attended the convention, write him/her thanking them for coming and for their interest in helping their association host the next convention.
- (4) Write a letter to each newly elected Board Members (Exhibit 1-E).
- (5) Write a letter to the State Executive Director of each newly elected Board Members (Exhibit 1-F).
- (6) Work with the Secretary to assure that a Newsletter is published as soon as possible after the convention.
- (7) Work with the webmaster and database manager to update the NACS web site. Committee and board member data must be updated. The calendar must also be updated. Other information needs to be reviewed and updated as appropriate.
- (8) Update the State President's Guide that will be distributed to newly elected state association presidents during the year.
- (9) Communicate regularly with the National Office. You are the leader of the largest national organization in the Agency.
- (10) Be sure the September Board and Committee Meeting is scheduled and accommodations are ready.
- (11) Put out as many Newsletters as needed to keep the membership informed. NACS communications to every FSA employee is critical to keeping everyone informed and to show that NACS is active, alive and well.
- (12) Keep in touch with the officers and zone representatives. Don't hesitate to delegate work to your Board members.

H Position Duties and Responsibilities (con't)

1 President (con't)

c Duties & Responsibilities - Post Annual Convention & Continuing (con't)

- (13) Keep in touch with the NASE President. Find out what their primary goals are. Let them know what NACS primary goals are. Be sure that the NACS directory is updated. Request that a list of NASE Director's be distributed to NACS Board members.
- (14) In December, coordinate with Zone Reps and NASE President to send a joint invitation request to the National Office for National Office speakers at each zone meeting.
- (15) Be sure that the Zone Representatives send registration material to association members from outside the Zone and to National Office staff that will be attending their Zone Meeting.
- (16) Develop and maintain a resource list of members for possible service on task forces.
- (17) Monitor National Office training meetings, State Executive Director Task Force groups, etc. to determine when it is appropriate to involve NACS.
- (18) Write thank you letters to the Administrator and anyone else that may be appropriate after each NACS meeting in the National Office.
- (19) In April be sure to prepare an invitation to the National Office personnel whom we would like to attend the Annual Convention. It may be appropriate to do this jointly with the NASE President.
- (20) Work closely with the current year's Convention Chairperson to develop a convention agenda. Coordinate this with the NASE, NACS RD and NASP Presidents. The NADD President will be consulted during even numbered years when they are meeting concurrently with NACS, NASE and NASP.
- (21) President to recommend to the board annually a repository of records. Records are to be maintained by fiscal year in the repository. The official records of all officers will be maintained in the repository. This repository will also serve as the official address for NACS. This address will be listed on all NACS letterhead and will be used for all reporting and documentation purposes. The current repository is McAllister and Quinn at 1050 15th St, NW, Suite 590 Washington DC 20005. Contact person for repository is Andy Quinn.

d Duties & Responsibilities – Zone Meeting

- (1) You are the NACS Ambassador. Your words and actions will inspire future leaders or discourage others. Be available to the membership. Be positive, be professional and be genuinely interested in the struggles and suggestions that are discussed.
- (2) Support and help guide the Zone Representative.
- (3) Be sure thank you letters to appropriate speakers/National Office personnel are written after each Zone Meeting.
- (4) Present a status report (motivational speech) and participate in a question and answer session with the membership.
- (5) Introduce members to National Office personnel and assure that the National Office personnel are encouraged to participate in activities.

H Position Duties and Responsibilities (con't)

2 Vice President

a Job Description

As NACS Vice President your jobs are many. You are a very important part on how the entire organization functions throughout the year. The Vice President is the travel agent, Committees Chairman, and coach of the NACS committee teams for the year. The Vice President should keep in weekly contact with the President keeping him informed of committee actions and comments in the Federal Register. The best method of describing the duties of this office is to break down the job on a month-by-month basis.

b Duties & Responsibilities - NACS Annual Convention

- (1) One month prior to convention forward Exhibit 2-K to Committee Chairpersons for guidance in preparing the resolutions for the convention.
- (2) Coordinate resolution review with Committees prior to convention.
- (3) Remind Chairperson of Membership Committee to prepare a membership report for the annual meeting.
- (4) Meet with Committee Chairpersons prior to committee meetings. Review their responsibilities, resolution editing and consolidation, and committee report format.
- (5) Oversee the typing and printing of resolutions and committee reports. Circulate between committee meetings and assist Committee Chairperson's as needed.
- (6) Be sure each committee gets their report completed and distributed to each Zone Representative for the Zone meetings.
- (7) Present an oral report to the membership. As a minimum, the following issues should be addressed.
 - Summarize activities and accomplishments of committees
 - Highlight current issues involving the committees
 - Summarize any special projects assigned by President
- (8) Present convention rules during the opening session with someone ready to move to accept the rules. The convention rules are to be presented as in Exhibit 3-L.

H Position Duties and Responsibilities (con't)

2 Vice President (con't)

c Duties & Responsibilities - Post Annual Convention & Continuing

The Vice President is responsible for:

- (1) The newly elected Vice President will meet with the outgoing Vice President during the convention to discuss ongoing projects.
- (2) The newly elected Vice President must assure that the newly elected Secretary obtains the original signed committee report. The Vice President and President must receive a copy of the committee reports. The Vice President and Secretary must also secure an automated version of the report from each committee prior to leaving the convention.
- (3) Write to each newly appointed committee member and alternate. Provide them with an outline of their committee responsibilities and a news release format to put in their local newspaper.
- (4) Write to the State Executive Director of each committee member and alternate.
- (5) Submit adopted FLP, FP, IT and M/P resolutions to appropriate officials in the National Office and solicit a timely response. An automated version of the resolutions should be submitted to the National Office personnel.
- (6) Work with the President, database manager and webmaster to assure that the NACS website is updated. Test the group email address for each committee to assure that all newly appointed committee members and alternates are receiving electronic mail addressed to the committee.
- (7) Monitor the Federal Register on a daily basis. Assure that appropriate committee and board members are commenting on proposed rules of interest to farm loan program personnel. As a precautionary measure, encourage committee chairpersons to monitor the Federal Register on a daily basis.
- (8) Work with the President, National Office staff and the FLP, FP, IT and M/P committee chairperson to secure travel authorizations and schedule committee meetings with National Office personnel in Washington, DC or St. Louis, MO as applicable. The Past President will coordinate LI committee activities.
- (9) Assist committee chairpersons in developing a list of issues to be discussed with National Office personnel during meetings.
- (10) Help committee members prepare for meetings with National Office personnel. Assure that the committee is prepared for the meetings and has all information and equipment needed to successfully complete NACS business.
- (11) Provide ongoing training and coach committee chairpersons to assure that NACS business is accomplished in a professional manner.
- (12) Keep the President informed of committee actions and comments concerning proposed rules in the Federal Register.
- (13) Assure that committee members are prepared to present reports and conduct NACS business during Zone Meetings. Remind committee members about the upcoming Zone meetings and explain what is expected to be included in their report.
- (14) Assure that the committee members are prepared for the annual convention. Refer to Vice President Duties and Responsibilities –NACS Annual Convention of this operating manual.
- (15) Prepare a report to be published in the NACS Annual Report in May.

H Position Duties and Responsibilities (con't)

3 Secretary

a Job Description

The Secretary is responsible for recording complete and accurate minutes of all board meetings and meetings with National Office personnel. The Secretary is responsible for updating and maintaining the State President's Guide and the Directory. The Secretary is to publish at least four Newsletters annually and must publish the Annual Report containing all required information at least 20 days prior to the NACS Annual Convention.

b Duties & Responsibilities – NACS Annual Convention

- (1) Have the automated annual report complete at least two weeks prior to the convention. Notify members to print and bring a copy of the annual report to the Convention with them. Print and nicely bind ten or twelve copies of the annual report to distribute to National Office personnel during the convention.
- (2) Present the minutes of the last meeting as printed in the annual report. Have a state delegate ready to move to dispense with the reading of the minutes.
- (3) Arrange to have someone type minutes during the NACS business meeting.
- (4) Take minutes of all sessions of the annual convention. Recommend that the sessions be recorded to assure that accurate minutes are prepared.
- (5) Assist Treasurer with the delegate certification process. At delegate certification, determine the number of members and distance traveled. The distance traveled is to award the Man Mile Award.
- (6) Help prepare the National Credentials Report, Exhibit 1-G, which will be signed by the Secretary and Treasurer.
- (7) Assist the Treasurer in setting up the meeting room for the NACS business meeting on the final day of the convention. NACS Officers will be seated at the front table with a podium and microphone. Certified delegates will be seated at tables towards the front of the room. State placards will be arranged by zone in alphabetical order. The number of delegate seats behind each state placard will be equal to the number of certified delegates from each state. Alternates will be seated towards the back of the room. At least one microphone will be centrally located in the room for easy access by the delegates. The American Flag must be posted.
- (8) Assist Treasurer with the State roll call and delegate/alternate report at the annual meeting.
- (9) Assure that the convention rules are published in the minutes from the prior year's convention AND become a part of the minutes from the pending convention.
- (10) Present an oral report to the membership. As a minimum, the following issues should be addressed:
 - Summarize highlights of Newsletters and Annual Report
 - Report on Board meetings conducted in past year
 - Remind membership of old business items requiring attention at annual meeting

H Position Duties and Responsibilities (con't)

3 Secretary (con't)

c Duties & Responsibilities - Post Annual Convention & Continuing

- (1) Record the minutes of all board meetings, type and distribute to the officers and zone representatives in draft form prior to the next board meeting.
- (2) Record discussions at the meetings with the National Office staff for use in preparing newsletters.
- (3) Prepare NACS Newsletters and submit via electronic mail to the President and the NACS Web Team Newsletter Editor for review. With concurrence from the President or Editor, the newsletter will be posted to the NACS FSA web site. An electronic message is to be sent to members notifying them when the newsletter is published.
- (4) Update the NACS Directory immediately after the Annual Convention and continue updating the Directory as changes occur throughout the year. Bring 25 copies of the Directory to the Fall Board Meeting for distribution to any National Office staff members that may request a copy. A few extra copies should be available each trip to the National Office.
- (5) Work with State Presidents, Zone Representatives, the NACS Database Manager and the NACS Webmaster to maintain the member database. The member database must be complete and accurate to facilitate an efficient and effective communications link with the membership.
- (6) Responsible for the preparation of the Annual Report. Will need to take pictures of the Board at the Fall Board Meeting. The report must be complete and available to members at least 20 days prior to the NACS FSA Annual Convention. An electronic message should be sent to all members advising them when the report is available and advising them to bring a printed copy of the report to the Annual Convention with them. Approximately 10-12 copies of the Annual Report will be printed, bound or placed in a nice notebook and taken to the Annual Convention for National Office personnel. Detailed lists of items that must be included in the Annual Report are listed in Section 15 of this document.
- (7) Review the Federal Register and inform fellow board members of any published rules concerning FSA and/or Federal Employees. Help assure that board members and/or appropriate committees prepare and distribute comments timely.
- (8) Review the Weekly Federal Employee, FMA, FSA and other publications for topics of concern to NACS. It is suggested that a drop file be maintained with a list of issues to be addressed in newsletters.
- (9) Contact NACS Officers and Zone Representatives on a monthly basis for newsletter information. Committee chairpersons should also be contacted and encouraged to submit information on their activity for the newsletter.
- (10) Provide NACS minutes and/or items of accomplishment to the NACS Historian.
- (11) Attend all Board Meetings, a Zone Meeting, and the Annual Convention.

H Position Duties and Responsibilities (con't)

4 Treasurer

a Job Description

The duties of the treasurer are to receive funds primarily from state associations from the membership. Dues are payable quarterly on June 1st, September 1st, December 1st, and March 1st of each calendar year from each association and additional members who join the association throughout the course of the year shall be paid as they join. The Treasurer will issue a bill with the names of the existing members and amount of the dues due to the State Associations the 15th of the month prior to each quarterly due date.

The NACS Board should review the amounts deposited annually and project the potential income for the coming year and make an assessment during the old/new board meeting whether bonding of the treasurer is needed and warranted. The account should be established in an area and financial institution that pays the most favorable interest rates on deposits and minimizes expenses for service charges and other incidental fees.

The Treasurer and President will both be authorized to sign for any voucher or expense on behalf of the association, but only one signature is needed.

The primary duties lie with the Treasurer to pay bills and any other incidental expenses authorized by the vote of the Board and duly noted in the Boards minutes. However, the President's signature is needed to pay any expenses for reimbursement of the Treasurer. The Treasurer is not authorized to pay any expenses to him/herself or any other bills in which a conflict of interest occurs in any event. Any investments such as CD's will require the signatures of both the President and Treasurer to remove or reinvest those monies. Investments shall only be made in accounts FDIC insured and backed by the federal government. All disbursements will denote in the memo section of the approved checkbook ledger spreadsheet

Treasurer will recommend to the board an FDIC insured banking institution for the establishment of accounts. This account will allow NACS to make deposits and pay bills. Criteria for the institution must include the ability to change authorized signatory officials on the account regardless of the individual's location. This institution should not change often. The goal is to change the signatory officials of NACS and maintain a continuity of records with one institution

b Payment of Travel Expenses

Prior to any payment for any travel reimbursement the NACS member will complete the NACS FSA Expense Voucher form (Exhibit 6-A) and copies of any airfares, taxi receipts, toll fares and any bill which a receipt is available, will accompany the expense voucher before payment is made. These vouchers will be maintained and available for review by the audit committee or the NACS Board as appropriate and needed. Expense vouchers will have receipts attached and the check number written in the approval section of the voucher indicating payment for audit purposes.

c Payment of Other Expenses

All bills or expenses must be authorized by the Board prior to payment occurring and reflected in the minutes of Board meetings prior to any payment disbursement. The Treasurer has the authority to pay bills within an approved budget.

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The treasurer will keep the records of the association in an orderly fashion. Records will be maintained in the established spreadsheets that are maintained on the laptop. A report will be presented at each board meeting providing the year to date records of receipts and disbursements and any other pending bills. The treasurer will provide written reports at each board meeting reviewing the income and expenses of the organization.

Membership reports will be provided to the board at each board meeting. Membership will be tracked through established spreadsheets provided in the laptop.

Any changes to the spreadsheets transferred to the treasurer should be reviewed by the board for approval prior to implementation.

The treasurer will provide a status report of the budget that was adopted at the Old Board New Board meeting post annual convention. This report will be submitted to the board at the fall board meeting. Budget adjustments may be made by the board according to the current needs and concerns of the association. Any changes to the budget will be adjusted accordingly. Changes will be documented so that the audit committee may follow the changes throughout the course of the year.

The Board is responsible to review, revise, correct and make recommended changes deemed in the best interest of the association on an annual basis. A majority of the Board is required for approval of the proposed budget.

The term of the budget year is on a fiscal year basis from June 1 through May 31. However, the books shall be reconciled as of May 31st prior to the annual convention in order to assist the newly elected treasurer and the conclusion of the audit of the books conducted during the annual convention.

An inventory of any supplies such as lapel pins, belt buckles or other memorabilia should be kept and made a part of the audit.

The annual audit held during the annual convention is meant to be comprehensive and detailed and therefore, all the books of the Association kept by the treasurer to include the checkbook, checkbook register, monthly statements, any record of deposits and withdrawals and investments along with vouchers paid will be made available in order for the audit committee to complete its task. The treasurer will be available for the duration of the audit committee to answer any questions and concerns.

The Treasurer will also keep a membership report by Zone and by State to identify paid members for the year to date and numbers of potential members. This information will be utilized for the annual convention in the delegate certification process to determine the number of delegates each state association is authorized. The Treasurer will work jointly with the Secretary prior to the annual meeting to request information of the number of members planning to attend to determine the number of delegates and alternates planning to attend. Both the Treasurer and Secretary will complete a delegate certification during the annual convention and present the numbers of states attending and delegates in a National Credentials Report (Exhibit 1-G) during the opening of the business session.

Additionally the annual report will contain the following:

- Previous Annual Convention Credentials Report
- 5/31 Budget Analysis (budget spreadsheet)
- Membership status report as of 5/31 annually
- Beginning and ending balance cash analysis
- Projected budget for new fiscal year
- 5/31 Net Worth Statement

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d Duties & Responsibilities – NACS Annual Convention

- (1) Review the audit committee guide (Exhibit 2-J) and be prepared for the audit.
- (2) Be prepared to give an updated Treasurer report at the annual meeting. At a minimum, the Treasurer's report should consist of:
 - 20__ Budget Report (June 1, 20__ through May 31, 20__)
 - Cash Flow Report (June 1, 20__ through May 31, 20__)
 - Membership Report
 - Account Balances Report (May 31, 20__)
- (3) Obtain a State Credentials Report from each State prior to convention (Exhibit 1-H)
- (4) Have NACS delegates ready to move and second the acceptance of the Treasurer's report.
- (5) Assist the Secretary with delegate certification process. Have blue delegate and red alternate ribbons available.
- (6) Help prepare the National Credentials Report, (Exhibit 1-G) which will be signed by the Secretary and Treasurer.
- (7) Assist the Secretary in setting up the meeting room for the NACS business meeting room on the final day of the convention. NACS Officers will be seated at the front table with a podium and microphone. Certified delegates will be seated at tables towards the front of the room. State placards will be arranged by zone in alphabetical order. The number of delegate seats behind each state placard will be equal to the number of certified delegates from each state. Alternates will be seated towards the back of the room. At least one microphone will be centrally located in the room for easy access by the delegates. The American Flag must be posted.
- (8) Assist Secretary with State roll call and delegate/alternate report at the annual meeting.
- (9) Have NACS lapel pins available to sell at the convention.
- (10) Schedule a time to meet with the Audit Committee during the convention. Have an adding machine with tape available for their use. Present each member of the Audit Committee with a copy of the Audit Committee Guide, Exhibit 2-J.
- (11) Present an oral report to the membership. As a minimum, the following issues should be addressed:
 - Review and summarize reports published in the NACS Annual Report
 - Summarize the receipts and disbursements of NACS
 - State the balance of funds on hand at beginning and end of year
 - Discuss the profit and loss of the Association and change from year ago
 - Summarize any actions taken to comply with auditors report
 - Report on membership and changes during the year
 - Provide brief summary of three year fiscal and membership trends
- (12) Provide NACS vouchers to the Zone Representatives with instructions for completion by committee members.

e Duties & Responsibilities - Post Annual Convention & Continuing

- (1) Immediately following the National Convention, you will receive all the treasurer records, membership information, lapel pin inventory, etc. At this time a decision should be made whether or not to change the location of the bank account. If the account is to be

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changed, checks will need to be ordered, existing checking account closed, new account opened, funds transferred, etc. Inventories should be checked to determine if any supplies such as buckles, medallions, membership cards, or delegate ribbons need to be ordered for the year.

- (2) After payment of convention expenses, provide an updated Treasurer report.
- (3) NACS owned accounting software (Quicken) must be transferred or a current version of the software acquired and installed on your personally or NACS owned computer. NACS FSA records must NOT be maintained on government owned computers.
- (4) Contact Zone Representatives for their input on the new year's budget for their zone.
- (5) Prepare a Treasurer's report for the Fall Board Meeting consisting of a year-to-date budget analysis, financial statement, and membership report.
- (6) Prepare an updated treasurer's report for the Spring Board Meeting.
- (7) Prepare a year-end budget and membership summary in June. Electronically mail this with a copy of the new year's budget to NACS Board Members.
- (8) Send a dues notice and membership letter to each state president and treasurer.
- (9) Write to each Zone Representative in regard to zone meetings. Provide Zone Representatives with NACS voucher forms and expense rates.
- (10) Work with Zone Representatives and membership committee to encourage new year's membership.
- (11) File IRS form 990 annually. A copy of the report should be supplied to the president upon filing. Forward a copy of the 990 report to the Record Depository upon completion and filing of the document.
- (12) Process expense vouchers for state presidents and the National President attending zone meetings.
- (13) Prepare treasurer's report for NACS Annual Report and submit it to the NACS Secretary and Webmaster.
- (14) Prepare and send out a credentials report information request to each state to verify membership and the names of delegates and alternates attending the Annual Convention.
- (15) Manage the Wunder Fund investments. These funds are a separate investment in support of attendance at the annual NACS Convention by first time attendees. (See Part 2 & Part 6). These funds will be invested for growth purposes upon advice and consent of the NACS Board.
- (16) Treasurer is to purchase a flash drive annually to use as a backup system for the laptop. Upon completion of the fiscal year the flash drive containing fiscal year records is to be downloaded and to be put in an envelope labeled NACS Fiscal Year <insert Year> and sent to the records depository.

H Position Duties and Responsibilities (con't)

5 Past President

a Job Description

The Past President will mentor and advise members of the NACS FSA board in an effort to convey institutional knowledge to future leaders. The Past President will also serve as the "Point of Contact" for the Legislative Committee.

b Duties & Responsibilities – NACS Annual Convention

(1) Responsible for all convention awards:

- Blood, Sweat, and Tears award plaque and nameplate for large plaque in the National Office. The Past President is responsible for evaluating nominations and making a selection. The selection will remain confidential until the Past President makes the presentation at the banquet during the Annual Convention.
- Honorary Membership Award – Refer to the Constitution and By-Laws
- Lifetime Membership Award – Refer to the Constitution and By-Laws
- Certificates of Appreciation
- Convention Chairperson(s)
- NACS President's spouse
- NACS President
- NASE President (as appropriate)
- Web Team and Any other Special Award

(2) Order plaques for NACS Officers and Zone Representatives and Committee members

(3) Conduct orientation for the convention opening.

(4) Conduct State President's workshop.

(5) Present an oral report to the membership. As a minimum, the following issues should be addressed:

- Present any recommendations for constitutional change to the membership
- Report on any Board vacancies and what action was taken
- Zone Representatives
- Highlights of the year

(6) Attend Old / New Board Meeting. Provide guidance / counsel to future NACS leaders.

c Duties & Responsibilities - Post Annual Convention & Continuing

(1) Update the NACS Member Brochure on the NACS web site immediately after the Annual Convention.

(2) Remain diligent in supporting the organization and sharing the knowledge gained during your years of service to the organization. Seek to identify, encourage and mentor future leaders.

H Position Duties and Responsibilities (con't)

6 President Elect – Newly Elected President

a Duties & Responsibilities – NACS Annual Convention

- (1) The newly elected President must appoint new committee members and alternate committee members. May wish to solicit recommendations from the Past President, Vice President, Zone Representatives or other members of the board prior to or during the Old/New Board Meeting.
- (2) The newly elected President is responsible for presiding over the Old/New Board Meeting the morning after the annual convention ends using the agenda completed by the Past President. The purpose of this meeting is to assure a smooth transition between old and new officers and committee members. Set your goals, appoint any necessary special committees, review the responsibilities of the officers and zone reps, assign tasks you want completed, follow-up on any unfinished business from the annual meeting, and take care of necessary housekeeping duties. Introduce the NACS Board to the newly elected NASE Board if at all possible.
- (3) Encourage each new Board to put a news article on their NACS position in their local newspaper.

b Duties & Responsibilities - Post Annual Convention & Continuing

- (1) Assume the Duties and Responsibilities of NACS FSA President

H Position Duties and Responsibilities (con't)

7 Zone Representative

a Job Description

Zone Representatives are responsible for planning and conducting the Zone Meeting; keeping State Presidents and members in their Zone informed; promoting the objectives of the organization; and keeping State Presidents and members of the Zone working towards common goals and objectives.

b Duties & Responsibilities – NACS Annual Convention

- (1) Three separate sessions are scheduled during the convention for zone meetings. The Zone Representative is responsible for reviewing each committee's resolutions and organizing any resolution amendments to be recommended by your Zone.
- (2) The Zone Representative needs to have anyone interested in serving on a NACS Committee complete a committee survey. Collect these survey forms and submit them to the NACS President before the end of the convention.
- (3) Oversee the election of a new Zone Representative and alternate Zone Representative.
- (4) Decide on the date and location of your next Zone Meeting and report this at the Old/New Board meeting.
- (5) Conduct any other Zone business you feel is needed.
- (6) Present an oral report to the membership. As a minimum, the following issues should be addressed.
 - (1) Zone meeting attendance
 - (2) Date, Location, etc. for next years zone meeting
 - (3) Membership

c Duties & Responsibilities - Post Annual Convention & Continuing

- (1) Be committed to support the NACS and the Agency.
- (2) Become genuinely interested in explaining and improving the agency's programs.
- (3) Research the committee assignments you may be designated to perform. Obtain the necessary backup information from others in your zone to explain their concerns and recommendations. Plan for travel to Washington in the Fall / Winter or Spring Board meeting.
- (4) Attend the National Convention and encourage maximum attendance from others, especially state presidents and all committee appointments and their alternates. Become personally acquainted with these people.
- (5) Be loyal to the national resolutions passed, the NACS, and the agency. Be proud of the accomplishments and have enough moral courage to effect those changes in the Association and the agency, which would help supervisors, and the people they are committed to assist.

H Position Duties and Responsibilities (con't)

7 Zone Representative (con't)

c Duties & Responsibilities - Post Annual Convention & Continuing (con't)

(6) Communication

- (1) The pipeline of communications to every member is the most important function. Set a goal in your zone to cause each member to better understand the decisions being made in Washington or in state offices, which affect the county employees and their programs. A good test of this is evident when state and district office people question farm loan employees about "what's going on?" Be aggressive in finding information needed at the county level.
- (2) Set up a system of communication where the Zone Representative informs the State Presidents of information, they in turn inform District Representatives within the state, which inform every member in his district.
- (3) Put out newsletters frequently to pass on information you have received. Be broad enough to relay information you personally are not affected by to others who are.
- (4) Encourage State Presidents to publish newsletters and provide you copies.
- (5) Keep in touch with other Zone Representatives through correspondence and phone calls.
- (6) Work to improve your leadership ability through study and exercise of techniques. Know your parliamentary procedure. Request help from others who have had formal training in leading people.
- (7) Zone Representatives will assist the treasurer in the collection of dues from the states within their zone. The treasurer will provide payment reminder letters to the zone representatives for the states within their zones. They will serve as the primary contact person for state presidents and treasurers regarding dues, vouchers, ECT

d Duties & Responsibilities – Zone Meeting

- (1) Consult with the NASE Zone Representative and develop a list of National Office Personnel that you would like to attend your Zone meeting along with a list of issues that you would like each to discuss.
- (2) Work with NACS FSA President and host state representatives to develop an agenda for the Zone Meeting. See Exhibit 3-K Zone Meeting Draft Agenda.
- (3) Encourage full participation from everyone attending the Zone Meeting.
- (4) Chair the zone meeting.
 - Decentralize the meeting as much as possible to encourage Committees and state presidents to carry the discussions.
 - Keep the meeting rolling.
- (5) Work to keep state presidents aggressive in their membership drives, attendance at meetings and providing input to committees.
- (6) Coordinate travel and funding arrangements where possible.

H Position Duties and Responsibilities (con't)

8 Alternate Zone Representative

a Job Description

The Alternate Zone Representative of NACS-FSA is an elected position to serve primarily to support and provide assistance to the Zone Representative. The alternate will serve as the zone rep if the zone rep is unable or unwilling to complete their term in office.

b Duties & Responsibilities

- (1) Assist the State Presidents in the zone to keep the database updated. Upon receipt of the paid membership in January, April, July, and October, review the database to make sure it is accurate and nonmembers removed.
- (2) Assist the Zone Rep in providing articles and information for the newsletter
- (3) Work with the committee person from your zone on each committee to prepare for the zone meetings. Encourage resolutions and promote resolutions to be submitted at the zone meetings. Coordinate the resolution process.
- (4) Provide assistance as needed to the membership committee and encourage new members to join and be active.

9 Historian

Maintain the history of the organization. Historical information that is to be maintained includes:

- Photographs
- Published History Books
- Annual Reports

10 Parliamentarian

Read Roberts Rules of Order latest addition. Advise the President in Roberts Rules of Order and render decisions to resolve procedural questions during business meetings at the annual convention. A copy of the latest addition of Roberts Rules of Order shall be available for the Parliamentarian's use throughout the convention.

11 Web Team

The Web Team is responsible to maintain and update the web site to ensure communication and information opportunities are available for the membership.

a Web Master

(1) Job Description

The Web Master, designated by the NACS President, is responsible for the over-all administration of the web site, delegation of duties and to ensure necessary actions are being taken.

H Position Duties and Responsibilities (con't)

11 Web Team (con't)

(2) Duties & Responsibilities

- Assemble other Web Team members as may be needed to complete the necessary site functions.
- Direct and oversee the activities of all Web Team members to ensure proper completion of tasks.
- Post documents to the web site as directed by the NACS FSA President or other authorized members. Prior to posting documents to the web site they are to be reviewed and approved by the President and/or Newsletter Editor.
- Transfer dated information to alternative data storage devices as outlined in approved web site maintenance provisions.
- Provide guidance and counsel to members of the board, committee members and others concerning web site use and information technology provisions.
- Establish and notify members of the cut off date for posting resolutions to the web site prior to convention.
- Provide counsel to committee chair persons and assist them in obtaining the resolutions from the web and formatting them for review at convention or zone meetings.
- Assure that the annual fee is paid timely by the treasurer and the web site preserved.
- Monitor the domain name to ensure continued ownership of www.nacsfsa.net and www.nacsfsa.org
- Work with the ISP as necessary to resolve system failures and/or technology problems concerning the web site.
- Complete the annual "to do list" as shown under Part 5 – Communications.

b Member Registration Manager

(1) Job Description

The Member Registration Manager, designated by the Web Master, is responsible for ensuring that the membership registration information is current in order to allow widespread dissemination of information through the NACS website. The timely update of information is critical so all members receive correspondence in a timely manner.

(2) Duties & Responsibilities

- Add new members to the NACS database as directed through the receipt of information from a variety of sources, including website updates, individual members, and state association leaders.
- Delete non-members from the NACS web site registration and mailing lists as appropriate information warrants.
- Modify member information as necessary when valid information warrants.
- After the annual convention, update the web site data to reflect the new board and committee members.

H Position Duties and Responsibilities (con't)

11 Web Team (con't)

c Newsletter Editor

(1) Job Description

The Web Master will designate a member who will serve as the editor for information, particularly newsletters, prior to posting to the NACS-FSA website. The newsletters represent the image of the membership and therefore the importance of factual information written in a professional manner utilizing appropriate spelling and grammar is essential. Spelling of names and titles of agency officials must be correct. Abbreviations and acronyms will be spelled out for the first reference in a newsletter with subsequent references using the appropriate acronym.

The editor has authority to change, delete or modify any verbiage to the news content to make it meet the high quality and standards representing NACS.

Organization

PART 1 – ORGANIZATION – EXHIBITS

Title	Exhibit #
NACS Board	1-A
National Convention Attendance Chart	1-B
NACS Presidents – 1973 – present	1-C
Zone Map	1-D
Letter to Newly Elected Board Members	1-E
Letter to SED of Newly Elected Board Members	1-F
National Credentials Report	1-G
State Credentials Report	1-H
Wunder Fund Authorizing Resolution	1-I

Organization

Exhibit 1-A – NACS Board

Page 1 of 2

National Officers

President

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Vice President

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Secretary

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Treasurer

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Past President

Mark Drewitz
1485 Industrial Drive NW
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FAX 507-536-0176
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Organization

Exhibit 1-A – NACS Board

Page 2 of 2

Zone Representatives and Alternates

Zone A Rep April Bryngelson 98C South 200 West Rupert, ID 83350 W – 208-436-4777	Zone A Alternate Troy Henrie 225 East Center St Panguitch, UT 84759 W – 435-676-8280 ext 13
Zone B Rep Lisa Liska 1202 S Cottonwood St, Suite 2 North Platte, NE 69101 W – 308-534-2360 Cell – 402-984-0686 FAX – 308-534-8645	Zone B Alternate Ben Herick 2727 West 2 nd St, Suite 103 Hastings, NE 68901 W – 308-284-2048
Zone C Rep Marla Koerner 220 W Livingston Street Celina, OH 45822-2003 W - 419-586-3149	Zone C Alternate Betty Garrett 1900 W. M-32 Alpena, MI 49707 W – 989 772-5927
Zone D Rep Katie Richburg 105 Gossom Switch Road Wetumpka, AL 36092 W - 334-567-2264 Cell – 334-467-8693 FAX – 334-567-2254	Zone D Alternate Elaine Hodgin 189 Thomas Heights Road Franklin, NC 2873 W – 828-524-31758

Organization

Exhibit 1-B National Convention Attendance Chart

Page 1 of 3

	Kansas City, MO	St. Louis, MO	Atlanta, GA	Rapid City, SD	Las Vegas, NV	Biloxi, MS	Overland Park, KS	San Juan, PR	Nashville, TN	Dells, WI	Colorado Spg, CO	Lexington, KY	Albuquerque, NM	Omaha, NE	Portland, ME	Oklahoma City, OK	Asheville, NC	Seattle, WA
STATE	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990
ALABAMA					X	X	X	X	X	X		X	X	X	X	X	X	X
ALASKA																		
ARIZONA		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
ARKANSAS		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
CA / NV			X	X	X	X	X			X	X	X	X	X	X	X	X	X
COLORADO	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
DE / MD											X	X	X		X			
FLORIDA		X	X			X	X	X	X		X				X	X	X	X
GEORGIA	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X
HAWAII																		
IDAHO		X	X	X	X		X	X		X	X		X	X	X	X	X	X
ILLINOIS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
INDIANA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IOWA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
KANSAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
KENTUCKY						X	X	X	X	X	X	X	X	X	X	X	X	X
LOUISIANA		X	X	X	X	X	X	X	X	X		X						
MAINE		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MICHIGAN						X	X		X	X	X	X	X	X	X	X	X	X
MINNESOTA		X	X	X	X	X	X	X			X	X	X	X	X	X		X
MISSISSIPPI		X	X	X	X	X	X	X	X	X		X		X	X	X	X	X
MISSOURI				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MONTANA	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X
NEBRASKA	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
NEW JERSEY											X			X				
NEW MEXICO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NEW YORK			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N. CAROLINA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N DAKOTA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
OHIO	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
OKLAHOMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
OREGON		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PENNSYLVANIA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PUERTO RICO		X	X	X		X	X	X		X					X	X	X	X
S. CAROLINA	X	X	X	X	X	X	X	X	X			X			X	X	X	X
S. DAKOTA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TENNESSEE			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TEXAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
UTAH			X	X	X	X	X				X					X	X	X
VT / NH										X	X	X	X	X	X	X		
VIRGINIA										X	X	X	X	X	X	X	X	X
WASHINGTON				X	X	X	X				X	X	X	X	X	X	X	X
W. VIRGINIA		X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X
WISCONSIN			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
WYOMING				X				X			X	X	X	X	X	X	X	X
TOTAL	8	24	31	31	34	37	34	31	33	36	38	37	35	40	38	39	38	39

Organization

Exhibit 1-B National Convention Attendance Chart

Page 2 of 3

	Reno, NV	St. Charles, IL	Rapid City, SD	San Antonio, TX	Atlanta, GA	Salt Lake City, UT	San Diego, CA	Indianapolis, IN	Wilmington, NC	Biloxi, MS	St. Louis, MO	Bloomington, MN	Las Vegas, NV	Louisville, KY	Orlando, FL	Arlington, TX	Cincinnati, OH	Lincoln, NE
STATE	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
ALABAMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
ALASKA		X	X	X	X	X												
ARIZONA	X	X			X	X					X							
ARKANSAS	X	X	X	X	X	X		X	X	X	X			X	X	X	X	X
CA / NV	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X
COLORADO	X	X	X	X	X	X												
DE / MD				X	X	X												
FLORIDA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
GEORGIA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HAWAII																		
IDAHO	X	X	X	X	X	X								X	X	X	X	X
ILLINOIS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
INDIANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
IOWA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
KANSAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
KENTUCKY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
LOUISIANA	X	X	X	X	X	X		X		X	X	X	X	X	X	X	X	
MAINE	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	
MICHIGAN	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
MINNESOTA		X	X	X	X	X		X		X	X	X	X	X		X	X	X
MISSISSIPPI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MISSOURI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MONTANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
NEBRASKA	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
NEW JERSEY	X	X	X	X														
NEW MEXICO	X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X
NEW YORK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N. CAROLINA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
N DAKOTA	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X
OHIO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
OKLAHOMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
OREGON			X	X		X												
PENNSYLVANIA	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X
PUERTO RICO	X	X	X	X	X	X	X	X			X		X					
S. CAROLINA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
S. DAKOTA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TENNESSEE	X	X	X	X	X	X	X					X	X		X	X	X	X
TEXAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
UTAH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
VT / NH																		
VIRGINIA	X	X	X	X	X	X				X			X	X		X	X	
WASHINGTON	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X
W. VIRGINIA	X	X	X	X	X	X	X	X	X			X	X	X		X	X	X
WISCONSIN	X	X	X	X	X	X	X	X			X	X	X	X		X		
WYOMING	X	X	X	X	X	X	X											
TOTAL	39	41	41	42	42	43	29	31	28	30	32	30	33	33	29	33	32	27

Organization

Exhibit 1-B National Convention Attendance Chart

Page 3 of 3

	Atlanta, GA	Portland, ME	Salt Lake City, UT	Detroit, MI															
STATE	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2023	2024	2025	
ALABAMA	X	X	X																
ALASKA																			
ARIZONA																			
ARKANSAS	X	X																	
CA / NV			X																
COLORADO			X																
DE / MD																			
FLORIDA																			
GEORGIA	X	X	X																
HAWAII																			
IDAHO	X	X	X																
ILLINOIS	X	X																	
INDIANA																			
IOWA	X	X																	
KANSAS	X																		
KENTUCKY	X	X																	
LOUISIANA																			
MAINE																			
MICHIGAN	X	X																	
MINNESOTA	X	X	X																
MISSISSIPPI	X	X																	
MISSOURI		X																	
MONTANA			X																
NEBRASKA	X	X	X																
NEW JERSEY																			
NEW MEXICO	X	X	X																
NEW YORK	X	X																	
N. CAROLINA	X	X	X																
N DAKOTA	X	X																	
OHIO	X	X	X																
OKLAHOMA																			
OREGON																			
PENNSYLVANIA	X	X																	
PUERTO RICO																			
S. CAROLINA	X	X																	
S. DAKOTA																			
TENNESSEE	X																		
TEXAS	X	X	X																
UTAH		X	X																
VT / NH																			
VIRGINIA	X	X	X																
WASHINGTON	X	X	X																
W. VIRGINIA	X	X																	
WISCONSIN																			
WYOMING			X																
TOTAL	24	24	16																

Organization

Exhibit 1-C NACS Presidents 1973 to present

Year	Name	State	Zone
1973-1974	RayTurknett	Texas	B
1975	Harold Kennedy	Texas	B
1975	Joseph Turney	Oklahoma	B
1976	Loren Nelson	Idaho	A
1977	Paul Hill West	Virginia	C
1978	Howard Boatman	Minnesota	B
1979	Dave Wilson	Oregon	A
1980	James Berry	Maine	C
1981	Ney Williamson	West Virginia	C
1982	James Cox	Missouri	B
1983	Richard (Dick) Floyd	New Mexico	A
1984	Jerry Wishall	Kansas	B
1985	James Monroe	Michigan	C
1986	Gary Case	Missouri	B
1987	Steve Pratt	Kentucky	C
1988	Hugh Clark	North Carolina	D
1989	F. John Riha, 1111	Nebraska	B
1990	Norbert Soltwedel	Illinois	C
1991	Clayton Ketcham	Montana	A
1992	Tim B. Potts	South Dakota	B
1993	Dennis G. Beaulieu	Maine	C
1994	Robert G. Reed, II	California	A
1995	Eric Guenther	Kansas	B
1996	Charles K. Crane	New Mexico	A
1997	Millie Turner	Pennsylvania	C
1998	Betsy Senter	South Dakota	B
1999	Eric Guenther	Kansas	B
2000	Scott Bown	Utah	A
2001	Robin Hampton	North Carolina	D
2002	Betsy Senter	South Dakota	B
2003	Bill Mahanay	Kansas	B
2004	Bill Mahanay	Kansas	B
2005	Melissa Cummins	Washington	A
2006	Darren Metzger	Ohio	C
2007	Michael Gibbs	Georgia	D
2008	Stu Skidmore	Washington	A
2009	Randy Milloy	Texas	B
2009-2010	Mark Drewitz	Minnesota	B
2011	Joe D Austin	North Carolina	D
2011	Maureen Mausbach	Nebraska	B

Exhibit 1-D Zone Map



Organization

Exhibit 1-E, Letter to Newly Elected Board Members

Page 1 of 1



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

(DATE)

(BOARD MEMBER NAME)
Farm Service Agency
(ADDRESS)
City, State Zip

Dear Ms./Mr. (Name):

Congratulations on your recent election to the position of NACS FSA _____. I am pleased that you chose to serve the organization in a leadership position. We are fortunate to have you serving NACS during these challenging times.

As members of the board, we must set a positive example for others to follow; we must maintain open lines of communications with NACS members and with fellow members of the board; and we must attend meetings and participate in discussions.

As President, I will maintain an open line of communications with board members as a group and ask that all correspondence between members of the board be held in confidence. It is impossible to maintain open lines of communications while assuring that all correspondence is politically correct and suitable for distribution. I appreciate receiving prompt feedback concerning issues addressed in electronic messages.

Please keep a copy of the 20__/20__ NACS FSA goals and a copy of the NACS FSA objectives handy. These are two documents will be utilized to measure our progress and to assure that we remain focused on our mission throughout the year. A calendar of events for 20__/20__ is attached. Please make plans to attend the NACS Zone meeting and the NACS Annual Convention. The officers travel to Washington, DC in October or November and the nine members of the board normally travel to Washington, DC in April or May.

If I may be of service please feel free to call, write or email me at home or at the office.

Sincerely,

President, NACS FSA

Organization

Exhibit 1-F, Letter to SED of Newly Elected Board Members

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the

USDA – Farm Service Agency

(DATE)

Mr./Ms. (NAME), State Executive Director
Farm Service Agency
Address
City, State Zip

Dear Mr./Ms. (Name):

The National Association of Credit Specialists of USDA- Farm Service Agency (NACS - FSA) recently concluded our ___nd Annual Convention in _____, _____. I am pleased to inform you that _____ was elected to serve as _____ for the coming year. To be elected by the membership to serve as _____ is an honor, but will require Mr./Ms. _____ to commit time and effort towards fulfilling the duties.

NACS FSA is not a labor organization. NACS has a consultative agreement with the Administrator and in years past we were recognized as a valued member of the management team. As outlined in the NACS FSA constitution and by-laws, our principal objective is “to expand, improve, and expedite the services of USDA Agencies to Rural America.”

As _____, Mr./Ms. _____ will work with members of other employee organizations and with National Office personnel in an effort to fulfill the objectives of the organization. Board members are asked to travel to Washington, DC to meet with National Office personnel occasionally throughout the year. Trips to Washington, DC are normally funded by the National Office, but must be approved by the State Executive Director.

Working together, we will be successful in our effort to expand, improve, and expedite the services of USDA Agencies to Rural America. Your support of Mr./Ms. _____’ effort will be greatly appreciated.

Sincerely,

President, NACS FSA

cc: _____

Exhibit 1-G National Credentials Report



Building Rural America
National Association of Credit Specialists
 of the
USDA – Farm Service Agency

NATIONAL CREDENTIALS REPORT _____ ANNUAL CONVENTION

**LOCATION, USA
 DATES**

Zone A	# Delegates	# Alternates
California / Arizona / Nevada		
Colorado		
Hawaii		
Idaho		
Montana / Wyoming		
New Mexico		
Utah		
Washington		
Zone A Total		

Zone B	# Delegates	# Alternates
Iowa		
Kansas		
Minnesota		
Missouri		
Nebraska		
North Dakota		
Oklahoma		
South Dakota		
Texas		
Zone B Total		

Organization

Exhibit 1-G National Credentials Report

Zone C	# Delegates	# Alternates
Illinois		
Indiana		
Kentucky		
Maine		
Mass. / Conn / R.I.		
Michigan		
New York		
Ohio		
Pennsylvania		
Virginia		
West Virginia		
Wisconsin		
Zone C Total		

Zone D	# Delegates	# Alternates
Alabama		
Arkansas		
Florida		
Georgia		
Louisiana		
Mississippi		
North Carolina		
Puerto Rico		
Tennessee		
South Carolina		
Zone D Total		

Convention Total		
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Respectfully Submitted,

Name, Treasurer

Name, Secretary

Organization

Exhibit 1-H State Credentials Report

Page 1 of 1

Building Rural America



National Association of Credit Specialists
of the
USDA – Farm Service Agency

SUBJECT:: NACS Credentials Report
20__ Annual Meeting/National Convention

TO: NACS Treasurer

I certify that as of this date, we have _____ regular voting members of the National Association of Credit Specialists for the 20__ convention. I have determined the number of delegates and alternates to the annual convention authorized for our state association based on the following criteria:

1. Membership from 1 – 10 entitles a state to 2 delegates and 2 alternates.
2. Membership from 11 – 25 entitles a state to 3 delegates and 3 alternates.
3. Membership from 26 – 40 entitles a state to 4 delegates and 4 alternates.
4. Membership from 41 + entitles a state to 5 delegates and 5 alternates.

The names and address of authorized delegates and alternates planning to attend the 20__ convention are listed below:

DELEGATES	ALTERNATES

President or Treasurer

State Association

Date

Submit the original to the NACS Treasurer and a copy to the Zone Representative prior to convention.

Organization

Exhibit 1-H State Credentials Report

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the
USDA – Farm Service Agency

Exhibit 1-I Wunder Fund Organizing Resolution

**RESOLUTION TO ESTABLISH AN ENDOWMENT TO BE KNOWN AS THE
“WUNDER FUND”**

WHEREAS, the National Association of Credit Specialists (hereinafter referred to as “NACS”) of the USDA-Farm Service Agency, holds an annual convention at a time and place designated by the majority vote of the state delegates at the annual convention; and,

WHEREAS, members of NACS, and in particular, new members, are frequently reluctant to attend the national convention due to financial reasons; and,

WHEREAS, the national convention not only provides valuable information and training to individual members, the conventions assist spouses and other family members in better understanding the purposes, values, and ideals of the NACS and the interrelationship of these objectives with the individual member; and,

WHEREAS, the members of NACS desire to encourage, support, promote, and financially assist members who would be first time attendees to the NACS Convention.

THEREFORE, BE IT RESOLVED, that NACS adopt the establishment of an endowment fund that would be built through the generosity of the NACS membership for, but not limited to the following purposes:

1. That earnings generated from the endowment fund would be utilized to reimburse or otherwise encourage members to attend their first national convention; and,
2. That the endowment fund would be funded entirely by donations and controlled by the treasurer with expenditures approved by the NACS Board;
3. That the Board of Directors would have the authority to receive funds and earmark funds, and to invest and reinvest the funds in such manner and in such securities as would be most advantageous for the perpetuation of the endowment fund to be known as the “Wunder Fund”;
4. That the endowment fund would be used for educational purposes.

Adopted NACS Convention, June 2001

PART 2 – COMMITTEES

A Appointment Process

1 Committee Survey

Members interested in serving on a NACS committee should complete and submit the electronic committee Survey form, Exhibit 2-B, available on the NACS web site prior to June 1st annually. Individuals may complete and submit a committee survey form to their respective Zone Representative any time prior to or during the Annual Convention.

2 Committee Member Designation

a Overview

The newly elected NACS President is responsible for appointing all primary and alternate committee members for the next business year. The new President, immediate Past President and newly elected Vice President should meet immediately after the Old/New Board meeting at the conclusion of the NACS convention to make these appointments. The list of potential committee members will be obtained from the committee surveys, recommendations of old/new zone reps and any other source the new President deems appropriate. Consideration should be given to current and past participation by prospective committee members in NACS conventions and prior committee experience.

The President will provide committee members and alternates with a copy of applicable goals and objectives established during the old and new board meeting along with any recommendations or guidance that may be in order.

The President will provide the webmaster with a list of committee members and alternates. The President will monitor the web site and send electronic messages to the mailing groups to assure that the database has been updated.

Refer to Exhibit 2-A to review the current year committee and alternate committee member assignments.

b Program Committee Composition

The NACS President is to appoint a primary and alternate member to the Farm Program, Farm Loan Program, Information Technology, Management Personnel and Membership Committee from each of the four zones for a one year term. The NACS President appoints one of the primary members from each committee to serve as the chairperson.

c Legislative Committee Composition

The NACS President is to appoint 6 primary and 4 alternate members to the Legislative Issues Committee. Each Zone is to be represented by at least one primary and alternate member and no Zone is to be represented by more than 2 primary members. The NACS President appoints one of the primary members from each committee to serve as the chairperson. The chair person will designate a vice chair. Each primary member serves a term of 3 years and alternate 1 year. For the initial set-up of these rotating terms the members will draw lots to determine a 1 year, 2 year or 3 year term. Following the set-up of this committee with rotating terms the NACS President will annually appoint 2 primary and 4 alternate members to replace the retiring members and any other such appointments as may be necessary to fill vacancies.

A Appointment Process

2 Committee Member Designation (con't)

d Committee Member Notification (con't)

- (1) The President will instruct the Vice President to notify the respective members and alternates of the Farm Loan Programs, Farm Programs, Information Technology and Management Personnel committee appointments within 30 days or less of the conclusion of the annual convention. See Exhibits 2-C and 2-D. The Vice President will also notify the respective State Executive Director of the employee's appointment to serve on these committees. See Exhibit 2-H.
- (2) The President will instruct the Vice President to notify the respective members and alternates Membership and Fund Raising committee appointments within 30 days or less of the conclusion of the annual convention. See Exhibit 2-G.
- (3) The President will instruct the Past President to notify the respective members and alternates of the Legislative Issues committee appointments within 30 days or less of the conclusion of the annual convention. See Exhibit 2-E and 2-F. The Vice President will also notify the respective State Executive Director of the employee's appointment to serve on this committee. See Exhibit 2-I.

B Duties & Responsibilities – FLP, FP, IT & M/P

1 Job Description

As a member of the Farm Loan Programs (FLP), Farm Programs (FP), Information Technology (IT) or Management Personnel (M/P) Committee you are to represent the viewpoint of members within your respective zone. The job commences following the National Convention and continues through the next National Convention.

The Committee Chairperson is the coordinator of these responsibilities. They must see that deadlines are met and take the lead in keeping the V.P. informed. See Exhibit 2-K for convention preparation issues.

Committee alternates play both a supportive and substitution role. Most will back-up the primary member by assisting in the response to the Federal Register items or developing the agenda topics for various National Office visits. Committee Members are responsible for involving their alternates and should call them periodically to discuss items. Alternates must be assertive in offering their services as well.

2 Duties & Responsibilities

- d Presentation of resolutions adopted at the preceding National Convention to the National Office Staff during the fall trip to Washington, D.C. or St. Louis, MO. This presentation must be preceded by research and preparations to adequately explain and work for alternative solutions to the identified concern. During the fall visit, the Committee writes a report reflecting the concern, proposed solution, national office response and NACS discussion for distribution to the membership. The report should be sent to the Vice President and Secretary to be posted to the web site. Prior to the annual convention the chairperson must prepare a report summarizing the committee activities for the year.
- e Preparation of comments on various Federal Register announcements and distribute them to Committee Members. Committee Members will poll their zone and research the implications of the announcement on the County Office operations. Each Committee Member prepares comments and forwards them to the Committee Chairperson who will prepare a single response to be submitted by NACS. The Committee Chairperson sends the response to the National Office with a copy being provided to the NACS President and Vice President. He/She should call these individuals prior to submitting the official response in cases where there are diverse opinions among Committee Members.
- f Each member will attend their respective Zone meeting prepared to give a report on activities within their committee area of concern. This report should highlight results of the meetings with National Office personnel and Federal Register announcements. The report should also include any relevant updates obtained from calling contacts in the State Office, the National Office, or details provided by the NACS Board following their December meeting.
- g The Committee Chairperson is responsible for representing the Committee concerns to the NACS Officers prior to National Office visits. The Chairperson should call the Vice President at least 30 days prior to each of these visits to place topics for discussion on the agenda. (The Vice President requests meetings with various staff and provide a list of questions 30 days prior to the scheduled meeting.) It will be necessary to again poll the Committee and others to determine what subjects are pertinent.
- h Throughout the year, Committee members will be assigned special tasks by the Vice President to research and identify possible solutions. These normally require a quick response and are important to the credibility of our organization.

B Duties & Responsibilities – FLP, FP, IT & M/P (con't)

2 Duties & Responsibilities (con't)

- i The responsibility culminates with the ANNUAL CONVENTION. Committee members must secure an automated version of all resolutions that were posted to the NACS FSA web site throughout the year. Committee members are also expected to review and carry forward any resolutions adopted in the preceding year that were not fully implemented. Committee members must also author new resolutions that are necessary to fulfill organizational objectives.
- j Members are expected to obtain resolutions from their states and bring these to the Annual Convention. At the convention, the committee should meet to assimilate the various resolutions and coordinate with other committees to avoid duplication before the scheduled time of the first Committee Hearing (normally Monday). At the first hearing, resolutions are openly discussed with an opportunity for any member to make a statement. The Committee alone, however, determines whether to recommend a resolution for adoption. The Committee may amend a resolution before voting to adopt or non-adopt it. Before the second day of the convention all resolutions should be organized and edited for a quick final reading and short public comment. Late resolutions can be received during the second hearing or submitted from the first Zone meeting. It is then the Committee Chairperson's responsibility to present the resolutions to the convention general session. These resolutions should be worded for clarity and supported by the original "proposed resolution" form. Both the Secretary and V.P. will need a copy of the adopted final Committee Report.
- k Resolution Handling
 - (1) If the committee believes that an issue is important and should be addressed prior to our next convention, you have the authority to discuss the issue with National Office personnel in pursuit of a "fix".
 - (2) If the committee believes that board input should be obtained due to the nature of the issue, we should certainly ask for comments from the board.
 - (3) If it is not a time sensitive issue or is an issue of lesser importance, it should be addressed via the resolution process at Zone meetings and at our next convention. We do not want to make a habit of circumventing the process.
 - (4) We should handle time sensitive and important issues the same way that we handle comments on proposed rules, etc. We "just do it" when the need arises.

C Duties & Responsibilities – Legislative Issues

1 Job Description

As a member of the NACS Legislative Issues (LI) Committee you are to represent the viewpoint of members within your respective zone. The job commences following the National Convention and continues through the next National Convention.

The Committee Chairperson is a coordinator of these responsibilities and also serves as the NACS liaison with the Legislative Consultant (See Part 8). The Chairperson must see that deadlines are met and take the lead in keeping the NACS Board informed and Committee actions carried out. See Exhibit 2-K for convention preparation issues.

The Chairperson will appoint a committee member as Vice Chairperson who will perform the duties of the Chairperson in the Chairperson's absence and assist in all ways the Chairperson.

Committee alternates play both a supportive and substitution role. Most will back-up the primary member by assisting in the response to the Federal Register items or developing the agenda topics for various National Office visits. Committee Members are responsible for involving their alternates and should call them periodically to discuss items. Alternates must be assertive in offering their services as well.

2 Duties & Responsibilities

- a Prior to the annual convention the chairperson must prepare a report summarizing the committee activities for the year. The report will be sent to the NACS Board to be posted on the NACS web page as a part of the Annual Report.
- b Prepare comments on Federal Register notifications as provided to the Committee by the NACS V.P. Committee Members will poll their Zone and research the implications of the announcement on the County Office operations. Each Committee Member prepares comments and forwards them to the Committee Chairperson who will prepare a single response to be submitted by NACS. The Committee Chairperson sends the response to the NACS Board.
- c Each member will attend their respective Zone meeting prepared to give a report on Legislative Issues and the status of LI committee resolutions. This report should highlight results of activities year-to-date and Federal Register announcements. The report should also include any relevant updates obtained from calling legislative contacts.
- d The Committee Chairperson is responsible for representing the Committee and Legislative Consultant concerns/issues to the NACS Board. The Chairperson will provide the NACS Board an oral or written monthly report on activities and plans for the committee and obtain direction on issues from the NACS President and Board.
- e The Committee, and other NACS members as requested by the Committee and approved by the NACS President, will represent NACS in contacts with legislators, national office staff, and other contacts as necessary to carryout the issue directives as determined by the NACS Board.
- f The Committee, with assistance from the NACS President and Legislative Consultant will assist in scheduling or facilitating meetings with legislators, national office staff and other necessary parties.

C Duties & Responsibilities – Legislative Issues (con't)

2 Duties & Responsibilities (con't)

- g The Committee will obtain direction and policy guidance from the NACS President and NACS Board prior to meetings with legislators, national office staff and other necessary parties.
- h Throughout the year, Committee members may be assigned special tasks by the NACS Board or NACS President to research and identify possible solutions. These normally require a quick response and are important to the credibility of our organization.
- i The responsibility culminates with the ANNUAL CONVENTION. Committee members must secure an automated version of all resolutions that were posted to the NACS FSA web site throughout the year. Committee members are also expected to carry forward any resolutions adopted in prior years that have not been fully implemented. Committee members must also author new resolutions that are necessary to fulfill organizational objectives.
- j Members are expected to obtain resolutions from their states and bring these to the Annual Convention. Committee members are also expected to research last year's resolutions and bring forward similar topics or problems forward to this year's committee meeting. At the convention, the committee should meet to assimilate the various resolutions and coordinate with other committees to avoid duplication before the scheduled time of the first Committee Hearing (normally Monday). At the first hearing, resolutions are openly discussed with an opportunity for any member to make a statement. The Committee alone, however, determines whether to recommend a resolution for adoption. The Committee may amend a resolution before voting to adopt or non-adopt it. Before the second day of the convention all resolutions should be organized and edited for a quick final reading and short public comment. Late resolutions can be received during the second hearing or submitted from the first Zone meeting. It is the Committee Chairperson's responsibility to present the resolutions to the convention general session. These resolutions should be worded for clarity and supported by the original "proposed resolution" form.
- k The NACS Board is to be provided a copy of the adopted final Committee Report by the time of the Old/New Board Meeting.

D Duties & Responsibilities – Membership

1 Job Description

Membership is the foundation of any organization. NACS-FSA strives to provide representation to all members across the country. In an effort to provide the best service to our members, we have established a membership committee. This membership committee is appointed by the president and reports to the president and the board on membership status and activities throughout the year.

Assist the NACS-FSA Board in recruiting and encouraging members to seek positions of leadership in the organization. It is recognized that all organizations need leaders to move up within the organization, gain institutional knowledge about the organization and then assume responsible roles as leaders. The board desires that the committee recruit new leaders from within the membership and encourage them to become active.

Exhibit 2-L may be used to contact prospective members.

Committees

D Duties & Responsibilities – Membership (con't)

2 Duties & Responsibilities

- a Promote and encourage membership by working with state presidents to make contact with new employees as well as existing employees. Develop brochures and informational items for state presidents to circulate to potential members.
- b Assist the NACS-FSA Treasurer in preparation of membership reports and materials.
- c Develop a proposed membership campaign with incentives and present to the board.
- d Coordinate fund raising activities for NACS-FSA.
- e Engage the alternate zone reps to become involved in membership recruitment.
- f Propose a process and procedure to the NACS-FSA board whereby NACS-FSA may reward states or chapters who have exhibited outstanding leadership in membership activities or have achieved extraordinary membership levels.
- g Update the "\$2.31 brochure" annually.

E Duties & Responsibilities – Audit

1 Job Description

Audit committee members are appointed by the President. The audit committee schedules a meeting with the Treasurer during the annual convention to audit the records and prepare the audit committee report. Committee members shall review the audit committee report from the previous year before initiating the audit. The committee is responsible for reporting their findings, recommendations and reporting on the status of implementing or resolving concerns outlined in the previous audit committee report. The committee is responsible for auditing the records as outlined in the audit committee guide. See Exhibit 2-J.

F Duties & Responsibilities – Election

1 Job Description

Election committee members are appointed by the President. Election committee members are responsible for validating and counting ballots. The National Credentials Report will be made available to the committee for use in validating delegate numbers and ballots. The committee chairperson shall move to have the ballots destroyed following the completion of the elections. A second will be required and the motion must be adopted by the membership before any ballots may be destroyed. The election committee will also be called upon to assist the President in validating and counting votes when a division of the house is called, Constitution and By-Law changes are being decided, or when counting of delegate votes is otherwise required. The election committee is responsible for reviewing the Constitution and By-Laws to assure that the proper majority is attained in deciding issues.

G Wunder Fund Management Committee

1 Job Description

It is the duty of this committee to raise new funds and report to the NACS Board at the Old/New Board Meeting their recommendations for disbursement to first time attendees. See Exhibit 1-I for the organizing resolution for the Wunder Fund. See Part 6 for the disbursement process.

PART 2 – COMMITTEES – EXHIBITS

Title	Exhibit #
Committee Members	2-A
NACS-FSA Committee Survey	2-B
Letter to FLP, FP, M/P & IT Committee Members	2-C
Letter to FLP, FP, M/P & IT Alternate Committee Members	2-D
Letter to Legislative Issues Committee Members	2-E
Letter to Legislative Issues Alternate Committee Members	2-F
Letter to Membership & Fund Raising Committee Members and Alternates	2-G
Letter to SED for FLP, FP, M/P & IT Committee Members and Alternates	2-H
Letter to SED for Legislative Issues Committee Members and Alternates	2-I
Audit Committee Guide	2-J
Convention Preparation Checklist for Committee Chairpersons	2-K
Sample Letter to Prospective NACS FSA Member	2-L
Committee Report Template	2-M

Committees

Exhibit 2-A Current Committee Members

***Chairperson**

FLP	Member	Alt
Zone A	Kim Adams, MT	Chris Wood, ID
Zone B	*Mark Moser, NE	Kaiti Steckman, NE
Zone C	Betty Garrett, MI	Steve Ford, IL
Zone D	Ed Hall, NC	Leon Brewer SC

Mat/Personnel	Member	Alt
Zone A	Clif Rasmussen, UT	Becky Gerlach, WY
Zone B	Jason McMillin, TX	Norma Morales, TX
Zone C	*Greg Koerner, OH	Juanita Ballman, KY
Zone D	Jamelda Fulton, MS	John Dorrill, AL

IT	Member	Alt
Zone A	Troy Henrie, UT	Tonya Dostal, WA
Zone B	Denise Lickteig, NE	Craig Argabright, ND
Zone C	*Jeremy Burner, VA	Zach Waldron , VA
Zone D	Theresa Windham, GA	Tammy Jones, AR

Legislative	Member	Alt
Zone A	Bardell Faux, ID	Scott Miller, CO
Zone B	Ben Herink, NE	Allen Hall, NE
Zone B	Heather Thompson, TX	
Zone C	*John Gehrke, IL	Sara Possehn , MI
Zone D	Bob Parris, SC	
Zone D	Alec Love MS	Mike Gibbs, GA

Exhibit 2-A Current Committee Members (con't)

Farm Program	Member	Alt
Zone A	Ross Ballard, UT	John Oosterman, CA
Zone B	*Loren Drege, ND	Carol Nagel, ND
Zone C	Tiffany Grody, OH	Mike Albin, IL
Zone D	Patsy Wilkerson, AL	Mike Sullivan, LA

Membership	Member	Alt
Zone A	*Stacey Moyles, ID	Travis Cartright, UT
Zone B	Tom Shelton, MO	Steve Showalter, IA
Zone C	Millie Turner, PA	Rebecca Minter, VA
Zone D	Danny Lindsey , AL	Elaine Hodgins, NC

*NACS Committees are also available on the NACS web site at www.nacsfsa.net, select **Committees**, then select **General Committee Info**, then select the Committee list.*



Exhibit 2-B, NACS FSA Committee Survey

Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency
NACS-FSA Committee Survey

NACS Committee members are appointed by the NACS President to serve a one-year term that ends after the next convention. Committee members are selected based on their interest, initiative and willingness to work. Attendance at meetings with the agency may be needed to discuss resolutions and Legislative Issues committee members are expected to attend the legislative initiative activities as necessary.

Please indicate your interest by completing this survey and returning to your Zone Representative. List in order of priority, the committee and subject area in which you are most interested. At the discretion of the board and depending on the volume of resolutions received, the FLP committee may be subdivided. The Auxiliary group is for those members willing to serve on Task Force and Working Groups as needed.

Zone: _____

Number of conventions attended: _____ Zone Meetings: _____

Name: _____

Office Address: _____

SED Name / Address: _____

Home Address: _____

Office Phone: _____ Home Phone: _____

Cell Phone: _____ Fax: _____

Home E-Mail: _____ Office E-Mail: _____

Committee/Subject Preference: (List in order of preference 1 through 7)

	# years previously served on the committee
_____ Farm Loan Programs (FLP)	_____
_____ a) Direct & Guaranteed Loan Making (LM)	_____
_____ b) Direct & Guaranteed Loan Servicing (LS)	_____
_____ Information Technology (IT)	_____
_____ Legislative Issues (LI)	_____
_____ Management / Personnel (M/P)	_____
_____ Membership / Benefits (M/B)	_____
_____ Auxiliary group - is not a standing committee	_____

Would you be willing to serve as Committee Chairperson? _____ Yes _____ No

Auxiliary Group: Check areas of interest and provide comments below to assist in determining availability for task forces, etc.

- Personnel Management _____
- Employee Development _____
- Operations _____
- Program Delivery _____
- NACS-FSA _____

The Committee Survey may also be filled out on-line at the NACS-FSA web site (www.nacs-fsa.org) by selecting Committees and then Signup for Committee.

Exhibit 2-C Letter to FLP, FP, M/P, & IT Committee Members

Page 1 of 2



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

(DATE)

(FLP, FP, M/P and IT) Committee Member's Name
Address

Dear Mr. / Ms. _____:

CONGRATULATIONS!

NACS FSA President, _____ selected you to serve as a member of the _____ **Committee** during this coming year. You were chosen to serve as a member because Mr./Ms. _____ is confident that you will put forth the extra time and effort needed to accomplish the goals of the Committee and NACS during the year ahead. Enclosed is a copy of "NACS Committee Duties and Responsibilities" to help guide you towards the successful completion of the committee responsibilities. Your State Executive Director or immediate supervisor has been notified that you were chosen for this task. A copy of the notification letter is enclosed.

The committee will need to begin working on the resolutions that were adopted at the ___nd Annual Convention in _____, _____. The resolutions may be viewed, downloaded, or printed from the NACS web site at <http://www.nacsfsa.net>. The committee chairperson will need to contact members of their respective committee to begin reviewing and prioritize the resolutions. Committee chairpersons are the main contact for each respective committee. However, all primary and alternate committee members should be active and involved. Throughout the year, the board will be looking for assistance in reviewing and commenting on notices, procedures, rules published in the Federal Register and other publications. A link has been established from the NACS web page to allow for easy access to the Federal Register.

Copies of any correspondence that the committee members receive from the national office in regard to their committee activities should be sent to President _____ and myself as soon as possible. As the NACS FSA Vice President, my primary responsibility is to help coordinate committee activities to assure that the objectives of NACS are attained to the fullest extent possible. Please keep me informed regarding the committee's activities.

Committees

Exhibit 2-C Letter to FLP, FP, M/P, & IT Committee Members

Page 2 of 2

MARK YOUR CALENDAR: The NACS Board is trying to obtain national office approval to take the primary members of the committee to Washington, DC or Saint Louis, MO to discuss the resolutions with National Office staff members in October or November, _____. We also anticipate that committee members and alternates will attend their respective NACS Zone meeting in February / March of _____ and the National Convention June, ____-____, _____ in _____, ____.

Your willingness to serve in this important capacity is very much appreciated by all NACS members. I look forward to a productive year that is certain to be filled with many important issues and challenges.

Sincerely,

NACS-FSA Vice President

Enclosures: A/S



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

[Date]

Alternate (FLP, FP, M/P and IT) Committee Member's Name
Address

Dear Mr. / Ms. _____:

CONGRATULATIONS!

NACS FSA President, _____ selected you to serve as an alternate member of the _____ **Committee** during this coming year. You were chosen to serve as an alternate member because Mr./Ms. _____ is confident that you will put forth the extra time and effort needed to accomplish the goals of the Committee and NACS during the year ahead. Enclosed is a copy of "NACS Committee Duties and Responsibilities" to help guide you towards the successful completion of the committee responsibilities. Your State Executive Director or immediate supervisor has been notified that you were chosen for this task. A copy of the notification letter is enclosed.

The committee will need to begin working on the resolutions that were adopted at the ___nd Annual Convention in _____, _____. The resolutions may be viewed, downloaded, or printed from the NACS web site at <http://www.nacsfsa.net>. The committee chairperson will need to contact members of their respective committee to begin reviewing and prioritize the resolutions. Committee chairpersons are the main contact for each respective committee. However, all primary and alternate committee members should be active and involved. Throughout the year, the board will be looking for assistance in reviewing and commenting on notices, procedures, rules published in the Federal Register and other publications. A link has been established from the NACS web page to allow for easy access to the Federal Register.

Copies of any correspondence that the committee members receive from the national office in regard to their committee activities should be sent to President _____ and myself as soon as possible. As the NACS FSA Vice President, my primary responsibility is to help coordinate committee activities to assure that the objectives of NACS are attained to the fullest extent possible. Please keep me informed regarding the committee's activities.

Committees

Exhibit 2-D Letter to FLP, FP, M/P, & IT Alternate Committee Members

Page 2 of 2

MARK YOUR CALENDAR: The NACS Board is trying to obtain national office approval to take the primary members of the committee to Washington, DC or Saint Louis, MO to discuss the resolutions with National Office staff members in October or November, _____. We also anticipate that committee members and alternates will attend their respective NACS Zone meeting in February / March of _____ and the National Convention June, ____-____, _____ in _____, ____.

Your willingness to serve in this important capacity is very much appreciated by all NACS members. I look forward to a productive year that is certain to be filled with many important issues and challenges.

Sincerely,

NACS-FSA Vice President

Enclosures: A/S



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

[Date]

LI Committee Member's Name
Address

Dear Mr. / Ms. _____:

CONGRATULATIONS!

NACS FSA President, _____ selected you to serve as a member of the **Legislative Issues Committee** during this coming year. You were chosen to serve as a member because Mr./Ms. _____ is confident that you will put forth the extra time and effort needed to accomplish the goals of the Committee and NACS during the year ahead. Enclosed is a copy of "NACS Legislative Issues Committee Duties and Responsibilities" to help guide you towards the successful completion of the committee responsibilities.

The committee will need to begin working on the resolutions that were adopted at the ___nd Annual Convention in _____, _____. The resolutions may be viewed, downloaded, or printed from the NACS web site at <http://www.nacsfsa.net>. The committee chairperson will need to contact members of their respective committee to begin reviewing and prioritize the resolutions. The committee chairperson is the main contact for each respective committee. However, all primary and alternate committee members should be active and involved. Throughout the year, the board will be looking for assistance in reviewing and commenting on notices, procedures, rules published in the Federal Register and other publications. A link has been established from the NACS web page to allow for easy access to the Federal Register.

Copies of any correspondence that the committee members receive from FMA officials, FMA's USDA Conference Chairperson or others regarding legislative issues should be sent to President _____ and myself as soon as possible. As the NACS FSA Past President, it is my responsibility to help coordinate legislative issues committee activities to assure that the objectives of NACS are attained to the fullest extent possible. Please keep me informed regarding the committee's activities.

Committees

Exhibit 2-E Letter to Legislative Issues Committee Members

Page 2 of 2

MARK YOUR CALENDAR: Primary members of the legislative issues committee need to attend legislative events held in the Washington, DC area to represent NACS members. We also anticipate that committee members and alternates will attend their respective NACS Zone meeting in February / March of _____ and the National Convention in June.

Your willingness to serve in this important capacity is very much appreciated by all NACS members. I look forward to a productive year that is certain to be filled with many important issues and challenges. Sincerely,

NACS-FSA Past President

Enclosures: A/S

Exhibit 2-F Letter to Legislative Issues Alternate Committee Members

Page 1 of 2



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

[Date]

LI Alternate Committee Member's Name
Address

Dear Mr. / Ms. _____:

CONGRATULATIONS!

NACS FSA President, _____ selected you to serve as an alternate member of the **Legislative Issues Committee** during this coming year. You were chosen to serve as an alternate member because Mr./Ms. _____ is confident that you will put forth the extra time and effort needed to accomplish the goals of the Committee and NACS during the year ahead. Enclosed is a copy of "NACS Legislative Issues Committee Duties and Responsibilities" to help guide you towards the successful completion of the committee responsibilities.

The committee will need to begin working on the resolutions that were adopted at the ___nd Annual Convention in _____, _____. The resolutions may be viewed, downloaded, or printed from the NACS web site at <http://www.nacsfsa.net>. The committee chairperson will need to contact members of their respective committee to begin reviewing and prioritize the resolutions. The committee chairperson is the main contact for each respective committee. However, all primary and alternate committee members should be active and involved. Throughout the year, the board will be looking for assistance in reviewing and commenting on notices, procedures, rules published in the Federal Register and other publications. A link has been established from the NACS web page to allow for easy access to the Federal Register.

Copies of any correspondence that the committee members receive regarding legislative issues should be sent to President _____ and myself as soon as possible. As the NACS FSA Past President, it is my responsibility to help coordinate legislative issues committee activities to assure that the objectives of NACS are attained to the fullest extent possible. Please keep me informed regarding the committee's activities.

Committees

Exhibit 2-F Letter to Legislative Issues Alternate Committee Members

Page 2 of 2

MARK YOUR CALENDAR: Primary members of the legislative issues committee need to attend legislative events held in the Washington, DC area to represent NACS members. We also anticipate that committee members and alternates will attend their respective NACS Zone meeting in February / March of _____ and the National Convention in June.

If the primary committee member from your Zone is not able to attend the NACS zone meeting or the NACS annual convention the alternate will have the same duties, responsibilities and privileges as the primary committee member during that meeting.

Your willingness to serve in this important capacity is very much appreciated by all NACS members. I look forward to a productive year that is certain to be filled with many important issues and challenges.

Sincerely,

NACS-FSA Past President

Enclosures: A/S

Exhibit 2-G Letter to Membership & Fund Raising Committee Members & Alternates

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the
USDA – Farm Service Agency

[Date]

To: NACS FSA Membership and Fund Raising Committee

From: _____, NACS FSA President

Subject: Congratulations and Thank You

Identifying and mentoring future leaders, promoting membership and organizing successful fund raising campaigns are extremely important to the future success of NACS FSA. As an organization, we need to identify, mentor and encourage our best and brightest to seek leadership positions within the organization. We must recruit new members and we must be effective in raising funds to assure that our mission can be fulfilled without placing an undue financial burden on our leaders. Your infectious positive attitude and dedicated work ethic render you a natural choice for a position on the Membership and Fund Raising Committee. Attached is a copy of the NACS Membership Committee Duties and Responsibilities.

Fund raising is not a very motivating or engaging task. The fun part is spending money to help others. Therefore, I would ask that the committee share in the fun by putting forth a fund raising proposal along with a proposal to spend a portion of the money to promote membership, convention attendance or other goals established by the board. I will seek board approval of your proposal, thus allowing you to have a hand in the fun part of the fund raising task. Attached is a copy of the goals established by the board.

If I may be of service, please feel free to contact me at any time.

Sincerely,

President, NACS FSA
Enclosures: A/S

Committees

Exhibit 2-H Letter to SED for FLP, FP, M/P & IT Committee Members & Alternates

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the

USDA – Farm Service Agency

[Date]

Mr. / Ms. SED Name
State Executive Director, Farm Service Agency
Address
City, State Zip

Dear Mr. / Ms. SED Name:

The National Association of Credit Specialists of Farm Service Agency (NACS-FSA) recently concluded their ___rd Annual Convention in ___City_____, ___State____. ___Committee or Alternate Committee Member Name___ was selected by the NACS President, _____, to serve as a member/an alternate member of the _____ Committee during the coming year.

Being appointed to the committee is an honor, but it will require a commitment of time and effort. NACS President ___Last Name___ is confident that ___Mr./Ms. Member Last Name___ will put forth the extra time and effort without neglecting their FSA employment duties. Your support of Mr./Ms. ___Member Last Name's___ commitment and the activities of our association is appreciated.

NACS is dedicated to improving the efficiency and effectiveness of the FSA programs and services. NACS also strives to maintain a positive and productive working environment for USDA employees. Members of the committee will be working with National Office personnel as they present and discuss resolutions adopted during the annual convention. Some members of the committee may be asked to travel to Washington, DC or Saint Louis, MO to meet with National Office personnel to discuss the resolutions and proposed solutions. Mr./Ms. ___Member Last Name's___ may be asking for a travel authorization to attend a meeting with National Office personnel. However, travel and per diem for the session will be reimbursed by the National Office.

With the hard work and dedication of personnel like Mr./Ms. ___ Member Last Name ___ we are confident that FSA programs and services will be enhanced.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

NACS-FSA Vice President

cc: ___Member Name___

Exhibit 2-I Letter to SED for LI Committee Members & Alternates

Page 1 of 1



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

[Date]

«Title» «FirstName» «LastName», State Executive Director
Farm Service Agency State Office
«Address1»
«CityStateZip»

Dear «Title» «LastName»:

The National Association of Credit Specialists of USDA - Farm Service Agency (NACS - FSA) recently concluded our ___th Annual Convention in _____, _____. NACS President, _____ selected «MemberFirstName» «MemberLastName» to serve as «AlternateMember» member of the «Committee» Committee for the coming year. To be chosen as «AlternateMember» member of the committee is an honor, but will require «MemberTitle» «MemberLastName» to commit time and effort towards fulfilling the duties.

NACS FSA is not a labor organization. NACS has a consultative agreement with the Administrator and in years past, has been recognized as a valued member of the management team. As outlined in the NACS FSA constitution and by-laws, our principal objective is “to expand, improve, and expedite the services of USDA Agencies to Rural America.” To achieve this objective, NACS members are directed to identify program or administrative impediments and submit “resolutions” outlining a proposed method for overcoming those impediments. A large number of resolutions are reviewed and adopted during the NACS Annual Convention each year. «MemberTitle» «MemberLastName» as «AlternateMember» Committee member will be responsible for working to affect statutory changes in order to achieve the proposed solutions.

Working together, we will be successful in our effort to expand, improve, and expedite the services of USDA Agencies to Rural America. Your support of «MemberTitle» «MemberLastName»’s effort will be greatly appreciated.

Sincerely,

NACS-FSA Vice President

cc: «MemberFirstName» «MemberLastName»

Exhibit 2-J Audit Committee Guide

Page 1 of 2



Building Rural America
**National Association of Credit Specialists
of the
USDA – Farm Service Agency**

It is the responsibility of the NACS President to appoint an Audit Committee made up of four NACS members, one from each respective Zone to audit the financial books of the Association as maintained by the Treasurer. The audit is completed usually during the National Convention. The Treasurers job description should be reviewed as this contains the primary duties that need to be accomplished in order to maintain the financial matters of the association in the appropriate manner.

The treasurer will be available at all times during the duration of the audit to assist with any concerns and answer questions that may arise. The monthly statements, checkbook register, minutes of Board meetings authorizing payments, quicken software containing the NACS financial matters and budgets will be made available to assist with the audit. All travel vouchers will be available for review and will be identified by each respective Zone.

This list of items to be reviewed is not intended to be in all inclusive lists but as guide as the major points where the review should highlight are mentioned here:

1. The names on the accounts will be reviewed to determine that the Treasurer as well as the President are named on the account and have proper authorization to deposit and withdraw funds of the Association. A copy of the signature card for each account will be maintained in the file.
2. The depository accounts should be reviewed to determine that the association is being paid appropriate interest rates on deposits and that charges assessed on the account are appropriate.
3. The checks written over the previous year will need to have been approved by the Board as noted in the Board meeting minutes. A review of those minutes approving miscellaneous expenses will need to be completed to determine the authorization for these expenditures and amounts.
4. Travel expenditures are one of the primary expenditures of the association. Travel vouchers will be reviewed to determine that receipts for items such as airfare, motel, taxi, and other expensed items are attached. The mathematical calculations will be reviewed to determine accuracy. A representative sample will be reviewed. If any errors are noted, additional vouchers will be reviewed to determine if the errors are isolated or an on-going concern needing corrective action. There shall be no check written to the name of the same of the person signing the check. Therefore, any voucher or check written to the President or Treasurer will be reviewed to determine this policy has been followed. Vouchers made payable to either the President or Treasurer will be flagged for easy access and review.
5. Travel vouchers will be categorized by Zone, by the National Convention, National Office travel and miscellaneous.

Exhibit 2-J Audit Committee Guide

Page 2 of 2

6. The records kept of the Associations membership will be maintained by state and Zone and will be made available for the review.
7. An adding machine with a tape will be made available for the audit committee.
8. Voided checks will be maintained.
9. Balances of the account the Treasurer took over the account, the balances the day of the audit, along with an itemized statement of all income and expenditures during the timeframe reviewed, will be available.
10. If multiple vouchers are paid with one check, each voucher will be numbered (1 of _____, 2 of _____) etc.
11. The dates of the audit shall be from the date of the last convention to the date of the current convention.
12. Audit committee will review the treasurer records to ensure that IRS form 990 was filed in a timely manner and will confirm with the president of the association that a copy was provided to them.
13. Audit committee shall review the membership ledger to ensure that the dues status for all states was tracked and maintained.

The audit committee has full authority to review and request any and all information they deem necessary to complete the audit to maintain the financial matters of the association in an accurate and effective manner. The audit committee will report their findings to the membership at attendance during the business session of the annual meeting and will make recommendations, if necessary, to improve on the financial well being of the association.

Committees

Exhibit 2-K Convention Preparation Checklist For Committee Chairperson's

Page 1 of 3

**COMMITTEE CHAIRPERSON'S
CONVENTION PREPARATION**

DATE May 18, 2012

	PRIOR TO CONVENTION:
	1. Submit resolutions with National Office comments & NACS discussion. If it has not already been completed, please send the committee report to (Secretary & Web Master) immediately.
	2. Survey members and alternates to determine who will be at convention. Notify the board ASAP if a Zone will not be represented by the member or alternate. A significant number of National Office personnel are planning to attend the convention. Committee members need to be present and prepared to discuss issues.
	3. Get someone lined up to type during your committee meeting. Suggest using an Alternate committee member if one of them has good typing skills.
	4. Access the NACS web site regularly and save all resolutions in adopt / non-adopt format in preparation for convention. Continue monitoring the web site for new resolutions until the Web Master posts a notice informing members to submit resolutions in another format until after convention.
	5. Review the prior year's resolutions and add the adopted resolutions that did not receive support from the National Office to the list of resolutions to be considered this year. Amend the resolution if necessary. Prepare new resolutions to address comments or concerns expressed by members throughout the year. Assure that there are a reasonable number of resolutions to review at convention.
	6. Review resolutions. Consolidate duplicates, obtain procedural or CONACT reference, fix grammatical and spelling errors, etc. Review applicable regulations and copy any supporting documentation that will be needed at convention. Chairperson may want to divide them up and assign responsibility for a portion of the resolutions to each committee member.
	7. Load all resolutions on a laptop computer. May want to email the information to other committee members and ask them to save it in an automated format to bring to the convention with them as well.
	8. Run sufficient copies of the resolutions to distribute to those who attend the committee meeting. FLP may need 30 – 40. Other committees will probably need 20-25. Prior year committee members may be able to advise you with regard to the number of copies needed.
	SUPPLIES & EQUIPMENT NEEDED AT CONVENTION:
	9. 2 Laptop Computers with resolutions loaded on them. Suggest having one as a backup.(Since it is Agency business can use Government laptop)
	10. The Vice President will provide you with a flash drive at convention with the NACS Logo and resolution format included on it.
	11. LI committee will need the CONACT on flash drive, and/or laptop and possibly in hard copy.

Exhibit 2-K Convention Preparation Checklist For Committee Chairperson's

	DUTIES DURING CONVENTION:
	1. The Committee Chairpersons and any other members interested will meet with the Vice President on Sunday June 17 th at 7:00 PM. The location of the meeting will be on the Convention Agenda. The committee may want to meet after this to do further preparation if needed.
	2. During committee meetings, you allow open discussion and may call for a vote of the members. However, committee members have the final say in determining if resolutions and/or amendments are adopted or non-adopted. Following the committee meeting, members of the committee will meet to prepare the adopted, non-adopt resolutions as amended and approved by the committee.
	3. Observe convention rules in preparing the adopt / non-adopt resolutions. Convention rules are printed in the Annual Report and will be announced by the Vice President (refer to Exhibit 3-L). The logo and format will be on the flash drive provided to you.
	4. Print and run copies of adopt / non-adopt resolutions for committee members to take to their respective Zone Meetings. Print and sign a signature page for use in the final report. After the committee report is printed return the flash drive with the completed report to the Vice President.
	5. Committee members will present the resolutions and lead discussion during their respective Zone Meeting. The Zone Rep should keep track of who will move and 2 nd any proposed amendments to the resolutions. Committee members can help remind Zone Reps to keep track of who is moving and seconding the amendments. Committee members can help inform new attendees how the process works. During the NACS business meeting, the committee chairperson will make a short statement and will then move that the _____ committee report be adopted as presented.
	6. Chairpersons and committee members need to be prepared to explain each resolution and why they chose to adopted or non-adopted it.
	7. The conventions appointed recording secretary will record all amendments, etc. that are passed by the members on the floor of the convention.
	Your job as the Committee Chair for 2011/2012 is now done.
	Thank You for your Service!

Committees

Exhibit 2-L Sample Letter to Prospective NACS FSA Members

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the

USDA – Farm Service Agency

[Date]

Dear Prospective NACS FSA Member:

It is my pleasure to invite you to become a member of the National Association of Credit Specialists (NACS).

As individuals, many of us lack the time, talent or resources to address the far-reaching issues that affect the federal workforce and our professional lives. As an organized group of employees working together, history has proven that we have the capacity to effectively address program policies and procedures, legislative matters, personnel management practices, civil service employment rules and many other issues that are or will affect the federal workforce or the customers that we serve.

NACS is an organized group of loan officials working to provide a strong and effective voice for FSA personnel and our customers. NACS is a respected professional organization with over thirty years of experience representing federal managers and loan officials in an effort to improve the efficiency and effectiveness of USDA programs, services and working conditions.

As a member of NACS you will also become a member of the Federal Managers Association (FMA). FMA is a professional organization that advocates excellence in public service through effective management and professionalism. FMA members come from a large number of federal agencies, which provides for an extensive networking system. FMA objectives are advanced through Congressional advocacy and a consultative relationship with the Executive Branch.

Enclosed is a pamphlet that contains additional information about NACS. I would also encourage you to visit the NACS web site www.nacsfsa.net to learn more about the organization.

Please feel free to call or write me with any questions that you may have.

Sincerely,

President, NACS FSA

Exhibit 2-M Committee Report Template



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency
_____ Committee

THE _____ COMMITTEE MET AT THE _____ HOTEL IN _____, _____ ON _____, TO REVIEW RESOLUTIONS SUBMITTED BY THE MEMBERSHIP.

THE FOLLOWING RESOLUTIONS ARE RECOMMENDED FOR ADOPTION:

Resolution 1

CONCERN:

PROPOSED SOLUTION:

THE FOLLOWING RESOLUTIONS ARE RECOMMENDED FOR NON-ADOPTION:

Resolution (next number)

CONCERN:

PROPOSED SOLUTION:

EXPLANATION FOR NON-ADOPTION BY THE COMMITTEE:

Respectfully submitted by the 20__/20__ (Name of Committee),

Zone A

Zone B

Zone C

Zone D

(“Chairperson” title is to be designated after their Zone.)

PART 3 – BUSINESS MEETINGS

A Old / New Board Meeting

1 Primary Objectives

- a Transfer knowledge from outgoing to incoming board members
- b Review responsibilities
- c Establish goals for the year
- d Review calendar and begin planning the year
- e Discuss on-going task force work, members, etc.

2 Sample Agenda (Exhibit 3-A)

B Fall / Winter Board Meeting

1 Primary Objectives

- a Adopt a budget for the year
- b Prepare for Zone Meetings
- c Review and refocus on goals
- d Establish / adopt fund raising objectives for the Membership Committee
- e Current issues
- f Review Convention Budget
- g Prepare for meetings with National Office Personnel

2 Sample Agenda (Exhibit 3-B)

C Spring / Summer Board Meeting

1 Primary Objectives

- a Prepare for NACS Annual Convention
- b Review and refocus on goals
- c Current issues
- d Make plans to assure that the Annual Report is completed timely

2 Sample Agenda (Exhibit 3-C)

D Year End (Pre-Convention) Board Meeting

1 Primary Objectives

- a Review convention agenda & assure that all board members know their responsibilities
- b Pay bills that are due
- c Appoint members to election committee, audit committee, parliamentarian, perform invocations, lead us in the pledge, etc

2 Sample Agenda (Exhibit 3-D)

E Annual Convention

1 Primary Objectives

- a Resolutions - Review, Debate and Adopt / Non-Adopt
- b Meet with Senior Management Officials
- c Conduct NACS Business
- d Provide direction to elected NACS officials
- e Elect Officers

2 Sample Agendas

- a General Agenda (Exhibit 3-E)
- b Board Member Agenda (Exhibit 3-F)

3 Convention Planning

Convention planning shall be carried out in accordance with the USDA Employee Association Memorandum of Understanding (Exhibit 3-G) and the following.

- a Host State Bids
 - (2) Bids to host the convention should be presented to the joint session at the annual convention two years prior to the date of the convention to be hosted.
 - (3) As outlined in item 3 of the USDA Employee Association Memorandum of Understanding developed between NACS-FSA, NACS-RD, NASE and NASP, employee associations shall each vote on bids to host National and Zone meetings.
- b Site Selection

Site selection should take into consideration ease of transportation access, sufficient space at the facility to accommodate exhibitors and breakout sessions for each of the four associations, and the National Association of District Directors, who hold their meeting in conjunction with the NACS-RD, NASE, NASP and NACS-FSA convention every other year.
- c Budget

A budget should be set by the host state associations by December 15 of the preceding year. NACS FSA will provide upon request at the Fall Board Meeting "seed money" in the amount of \$1,500.00. If the host state receives enough registration fees to cover all costs and can repay the funds, this should occur. However, if adequate funds are not received, repayment is not required.
- d Guest / Speaker Gifts
 - (2) The host state will budget for and acquire gifts (tokens of appreciation) for guest speakers. The host state should plan to present gifts to speakers who are asked to address the membership during the opening ceremony, which often consists of the RD State Director, FSA State Executive Director and a keynote speaker. The RD and FSA National Office personnel and other guests who are invited to speak during the convention should also be presented with a token of appreciation from the host state.

E Annual Convention (con't)

3 Convention Planning (con't)

d Guest / Speaker Gifts (con't)

- (3) Individual associations (NASE, NASP, NACS RD and NACS FSA) are responsible for acquiring, presenting and paying for any additional awards or gifts that they wish to present.

e Speaker Invitations

The NACS FSA President in consultation with the NASE President shall invite designated National Office personnel to speak address the membership during the convention no later than January 15th of the year of the convention. See Exhibit 3-H for sample letter.

f Registration Fees (Member and Guests)

Registration fees shall be set by the Host State. Separate fees shall be set for members attending the entire meeting and for guests of members. Individual event fees shall also be established, which will allow a determination of minimum fees to be paid by each association for special guests and speakers.

g Financial Assistance for First Time Convention Attendees

When possible, members of the NACS FSA Board will allocate funds to assist members who are attending their first NACS FSA Annual Convention. Members of the board and/or membership committee will publish articles and strive to notify all members of the first time attendee provisions at least 60 days prior to the annual convention.

h Agenda

A draft Agenda shall be developed by the Presidents of each Association and shared with host state representatives and fellow association President's as soon a practical, but no later than February 1. Exhibit 3-E and 3-F provide a draft general agenda and draft NACS FSA board only agenda.

i Meeting Room Requirements

(1) Automation Room

Need access to this room 24 hrs per day. Have hotel re-key the room and give keys to host state. The number and type of PC's, printers and copy machines must be determined annually. Paper, staplers, whole punches, other supplies and equipment need to be available in ample quantity. Telephone service with internet access should be available. It is also nice to have in-house phone in the automation room. This room is needed until 12:00 noon on Thursday.

(2) Saturday NACS FSA Meeting Room

- Automation room
- Registration area. Need at least 6 to 8 skirted tables, wastebasket, and chairs for all associations.
- Board meeting room for afternoon / evening as determined by the NACS FSA President.
- Conference table with fifteen to twenty chairs.

E Annual Convention (con't)

3 Convention Planning (con't)

i Meeting Room Requirements (con't)

(3) Sunday NACS FSA Meeting Room

- Automation room
- Board meeting room for hours to be determined by the NACS FSA President.
- Conference table with fifteen to twenty chairs.
- Registration Area
- Fund raising tables as determined by the Membership Committee.
- Theater style meeting room with seating for 30 and a head table with four chairs. The room should be available from 6 pm to 9 pm to accommodate the Vice President's meeting with Committee Chairpersons and the Orientation Meeting for First Time Convention Attendees.

(4) Monday NACS FSA Meeting Room

- Automation room – Available 7:00 am to 7:30 pm.
- Registration Area
- Delegate Certification Table with two chairs located near the meeting room where opening ceremonies will be held.
- Fund raising tables as determined by the Membership Committee.
- Large meeting room for opening session from 8:00 am to 10:00 am. Room should be set up with a head table on riser with 12 chairs, podium with microphone; 400-500 theater style seats; center aisle; standing podium with a microphone to the side of the head table; and a large American Flag. Overhead projector, screen and automation equipment needs are to be determined by the host state.
- Meeting Room for NASE and NACS FSA joint session from 9:30 am to 12:00 noon. Room should be set up with a head table on riser with 10 chairs, podium with microphone; 150-200 theater style seats; center aisle; and a microphone centrally located in the aisle to facilitate questions from the floor. Overhead projector, screen and automation equipment needs are to be determined by the NASE and NACS FSA Presidents.
- Meeting Room for NACS FSA opening session from 12:30 am to 2:00 pm. Room should be set up with a head table on riser with 6 chairs (President, Vice President, Secretary, Treasurer, Past President and Parliamentarian); podium with microphone; 150-180 theater style seats; center aisle; and a microphone centrally located in the aisle to facilitate questions from the floor.
- Legislative Issues, Management / Personnel, Information Technology, Farm Programs, and Farm Loan Programs committee meetings will require five separate meeting rooms from 1:30 pm to 7:00 pm. Each room should be set up with a head table with five chairs (committee members and typist) and 50 theater style seats. Each room will need an electrical outlet conveniently located near the head table.

E Annual Convention (con't)

3 Convention Planning (con't)

i Meeting Room Requirements (con't)

(5) Tuesday NACS FSA Meeting Room

- Automation room – Available 6:00 am to 5:00 pm.
- Registration Area
- Theater style meeting room with seating for 40 and a head table with four chairs. The room should be available from 6:30 am to 8:00 am to accommodate the NACS FSA State President's Meeting.
- Theater style meeting room with seating for 40 and a head table with four chairs. The room should be available from 6:30 am to 8:00 am to accommodate the Past/Present/Future Convention Advisory Board Meeting.
- Fund raising tables as determined by the Membership Committee.
- Meeting room for NACS FSA and NASE meeting with National Office personnel from 8:00 am to 3:00 pm. Room should be set up with a head table on riser with 12 chairs, podium with microphone; a second and third microphone on each side of the podium at the head table; 150-200 classroom style seats; center aisle; a microphone centrally located in the aisle to facilitate questions from the floor; and a large American Flag; Overhead projector, screen and automation equipment needs are to be determined by the NASE and NACS Presidents.
- Zone A, Zone B, Zone C, and Zone D will require four separate meeting rooms from 2:00 pm to 6:00 pm. Each room should be set up with a head table with three chairs and 50 theater style seats.

(6) Wednesday NACS FSA Meeting Room

- Automation room
- Registration Area
- Fund raising tables as determined by the Membership Committee.
- Zone A, Zone B, Zone C, and Zone D will require four separate meeting rooms from 6:30 am to 10:00 am. Each room should be set up with a head table with three chairs and 50 theater style seats.
- Meeting room for NACS FSA business meeting available from 7:00 am to 6:00 pm. The head table with 7 chairs (Officers, Parliamentarian, and Typist), a center podium with microphone should be on a riser. 125 chairs should be set up behind tables classroom style with a center aisle. 60 theater style seats should be set up behind the classroom seating. A microphone should be centrally located in the center aisle to facilitate questions from the floor. The room should contain a large American Flag. **(The NACS Secretary and Treasurer must place state placards on the tables and assure that the number of chairs at the table is equal to the number of certified delegates from each state. State placards will be arranged alphabetically within their respective zone. Extra chairs will be moved to the theater seating area in the back of the room.)**
- Banquet room should be available from 6:30 pm to 12:00 am or as determined by the host state. The head table should be on a riser with seating for 12 and a podium with microphone. Banquet seating and place settings should be sufficient in number to seat all registered members and guests at round tables if possible. The room should contain a large American Flag

E Annual Convention (con't)

3 Convention Planning (con't)

i Meeting Room Requirements (con't)

(7) Thursday NACS FSA Meeting Room

- Automation room available until 12:00 noon.
- Board meeting room available from 7:00 am to 12:00 noon. Conference table with twenty-five chairs.

4 Post-Convention

a Letters of Appreciation

The outgoing NACS-FSA President must send a letter of appreciation (Exhibit 3-I) to National Office speakers, host state convention planners, Presidents of fellow employee associations, guest speakers, the FSA State Executive Director and the RD State Director from the host state for their part in making the convention a successful event. The outgoing president should introduce the newly elected NACS-FSA board members to National Office officials.

F Zone Meeting

1 Primary Objectives

- a Resolutions - Review, Create, Discuss
- b Meet with Senior Management Officials
- c Conduct NACS Zone Business
- d Provide direction to elected NACS officials

2 Sample Agenda

- a Zone Meeting Draft Agenda (Exhibit 3-J)

3 Zone Meeting Planning

Zone Meeting planning shall be carried out in accordance with the USDA Employee Association Memorandum of Understanding (Exhibit 3-K) and the following.

a Host State Bids

- (1) Bids to host the zone meeting should be presented to the joint session at the zone meeting one year prior to the date of the zone meeting to be hosted.
- (2) As outlined in item 3 of the USDA Employee Association Memorandum of Understanding developed between NACS-FSA, NACS-RD, NASE and NASP, employee associations shall each vote on bids to host National and Zone meetings. Members of all four associations should participate in preparing a bid.

b Site Selection

Site selection should take into consideration ease of transportation access, sufficient space at the facility to accommodate exhibitors and breakout sessions for each of the four associations (NACS-RD, NASE, NASP and NACS-FSA).

c Budget

A budget should be set by the host state associations. The host state should plan for costs associated with the number of guest speakers specified in item 2 of the USDA Employee Association Memorandum of Understanding. Prior year host states will provide a valuable resource in preparing a budget and planning the meeting.

d Guest / Speaker Gifts

The host state will budget for and acquire gifts (tokens of appreciation) for guest speakers. The host state should plan to present gifts to speakers who are asked to address the membership during the opening ceremony, which often consists of the RD State Director, FSA State Executive Director and a keynote speaker. The RD and FSA National Office personnel and other guests who are invited to speak during the convention should also be presented with a token of appreciation from the host state.

F Zone Meeting (con't)

3 Zone Meeting Planning (con't)

e Planning

Zone Representatives in consultation with the host state, the NACS-FSA President and the Zone Representatives of NASE, NASP and NACS-RD will develop an agenda for the meeting. Zone Representatives are responsible for introducing speakers and conducting the meeting. The NACS-FSA President is an invited guest speaker who will offer support as needed.

f Speaker Invitations

The NACS-FSA Zone Representative in consultation with the NASE Zone Representative will develop a list of issues to be addressed and a list of National Office personnel that they would like to speak at the Zone meeting. The NACS-FSA and NASE Presidents will invite National Office personnel and facilitate the process of securing confirmation. A sample invitation letter is attached as Exhibit 3-J.

g Registration Fees (Members and Guests)

Registration fees shall be set by the Host State. Separate fees shall be set for members attending the entire meeting and for guests of members. Individual event fees shall also be established, which will allow a determination of minimum fees to be paid by each association for special guests and speakers.

h Agenda

In consultation with the NACS-FSA President, a draft agenda shall be developed by the Zone Representative and shared with host state representatives and fellow association Zone Representatives. Exhibit 3-K provides a draft agenda.

i Meeting Room Requirements

Automation room will need to be available to make copies, print documents and assist Zone Representatives, National Office Speakers and Committee Chairpersons. The number and type of PC's, printers and copy machines will be determined annually. Paper, staplers, whole punches, other supplies and equipment need to be available in ample quantity. It is also nice to have in-house phone service in the automation room/registration area. Will need this room/area until 12:00 noon on Saturday.

Theater style seating is acceptable for the opening session involving all four associations. Room should be set up with a head table on riser with 8 chairs, podium with microphone and a large American Flag. Overhead projector, screen and automation equipment needs are to be determined by the host state.

NASE and NACS FSA joint session on Friday - Room should be set up with a head table on riser with 6 chairs, podium with microphone; class room seating if possible; center aisle; and a microphone centrally located in the aisle to facilitate questions from the floor. Overhead projector, screen and automation equipment needs are to be determined by the NASE and NACS FSA Zone Representatives.

NACS FSA meeting room for Friday afternoon and Saturday morning – **All** Zones will need a room set up with a head table on riser with 4 chairs, podium with microphone; class room seating if possible; center aisle; and a microphone centrally located in the aisle to facilitate questions from the floor. An American flag must be in the room on Saturday morning.

Business Meetings

F Zone Meeting (con't)

3 Zone Meeting Planning (con't)

i Meeting Room Requirements

Overhead projector, screen and automation equipment needs are to be determined by the NACS FSA Zone Representatives. **Some** Zones will require 5 separate meeting rooms/areas for the Legislative Issues, Management / Personnel, Information Technology, Farm Programs, and Farm Loan Programs committee meetings. Contact the Zone Representative to determine if he or she will need separate meeting rooms/areas for each committee. Committee meeting rooms should be set up with a head table with a couple of chairs and 15 to 20 theater style seats.

4 Post Zone Meeting

The NACS-FSA President must send a letter of appreciation to National Office speakers, host state zone meeting planners, guest speakers, the FSA State Executive Director and the RD State Director from the host state for their part in making the zone meeting a successful event. See Exhibit 3-1.

G Other Meetings

Additional meetings may be called by the President to address time sensitive issues. The meeting may be held electronically, by conference call or by other means deemed appropriate. An agenda will be prepared and minutes maintained for the Annual Report.

Business Meetings

PART 3– BUSINESS MEETINGS – EXHIBITS

Title	Exhibit #
Sample Agenda Old/New Board Meeting	3-A
Sample Agenda Fall/Winter Board Meeting	3-B
Sample Agenda Spring/Summer Board Meeting	3-C
Sample Agenda Year End (Pre-Convention) Board Meeting	3-D
Sample General Agenda National Convention	3-E
Sample Board Member Agenda National Convention	3-F
USDA Employee Association Memorandum of Understanding	3-G
National Convention – Letter of Invitation to National Office Speakers	3-H
National Convention/Zone Meeting – Letter of Appreciation	3-I
Zone Meeting – Letter of Invitation to National Office Guest Speakers	3-J
Zone Meeting Draft Agenda	3-K
Annual Convention Rules	3-L
Amendment to Committee Report	3-M

Exhibit 3-A Old / New Board Meeting Sample Agenda

Page 1 of 2

AGENDA FOR OLD / NEW BOARD MEETING
NACS - FSA
OLD / NEW BOARD MEETING
JUNE __, 20__

CALL TO ORDER ---- (TIME AND PLACE)

ROLL CALL

OLD BUSINESS

REPORTS FROM OLD BOARD

PRESIDENT

20__ CONVENTION ISSUES

GOALS FINAL REPORT

OTHER

VICE PRESIDENT

SUGGESTIONS FOR 20__/20__ COMMITTEE RESOLUTIONS PROCESS

OTHER

SECRETARY

ANNUAL REPORTS - RECOMMENDATIONS

WILL ASSIST NEW SECRETARY WITH RULES FOR PUBLISHING ARTICLES
ON THE WEB.

DIRECTORY

ON THE WEB

RECOMMEND REGULAR MESSAGES TO STATE PRESIDENTS BY ZONE REPS

OTHER

TREASURER

CONVENTION BILLS TO BE PAID

OTHER

PAST PRESIDENT

STATUS OF JOB DESCRIPTIONS / DUTIES/PRESIDENT'S GUIDE

WORDS OF WISDOM

OTHER

ZONE REPRESENTATIVES

COMMENTS & RECOMMENDATIONS

NEW BUSINESS

DUES – Set dues for upcoming year.

DIRECTORY UPDATE

STATE PRESIDENT'S PACKETS

CONFIDENTIALITY OF BOARD MEMBER CORRESPONDENCE

JOB DUTIES FOR NEW BOARD MEMBERS

PRESIDENT

LETTERS TO SEDS FOR NEWLY ELECTED BOARD

VICE PRESIDENT

COMMITTEES

LETTERS TO SEDS FOR NEW MEMBERS

FED REGISTER MONITORING

Exhibit 3-A Old / New Board Meeting

Page 2 of 2

SECRETARY

NEWSLETTERS
MINUTES
ANNUAL REPORT

TREASURER

FUNDS/BUDGET

PAST PRESIDENT

PRESIDENT'S GUIDE

COMMITTEE ASSIGNMENTS

NACS ZONE MEETINGS

DATES AND PLACES

ZONE A - _____

ZONE B - _____

ZONE C - _____

ZONE D - _____

AUDIT COMMITTEE REPORT / RECOMENDATIONS

CONVENTION COMMITTEE REPORT FOR 20__

CONVENTION COMMITTEE STATUS

CORPORATE SPONSORS

GOALS FOR THE COMING YEAR

MEMBERSHIP
COMMUNICATIONS
CONVENTION ATTENDANCE
ZONE MEETING ATTENDANCE
COMMUNICATIONS
RELATIONS WITH OTHER EMPLOYEE ORGANIZATIONS

BUDGET

REVIEW 20__/20__ BUDGET

NEWSLETTER

ASSIGN ARTICLES
DUE DATE
WHAT WILL BE PUT ON WEB SITE

PRESIDENTIAL APPOINTMENTS

WEB SITE EDITOR
ACC REP
CONVENTION COMM REPS

NATIONAL OFFICE RELATIONSHIPS/MEETING WITH SECRETARY

NASCOE CONVENTION IN _____, _____. 20__

ADJOURN MEETING

Business Meetings

Exhibit 3-B, Fall Board Meeting Sample Agenda

Page 1 of 1

CALL TO ORDER

ROLL CALL

SECRETARY'S REPORT

Minutes of Old Board/New Board Meeting
Newsletters

TREASURER'S REPORT

20__/20__ Budget
Other bills
Rooms for Board Meeting in WDC
Zone Meeting Expenses
Membership
Inventory Report - Delegate and Alternate Ribbons, Lapel Pins, Etc.

BOARD MEMBER REPORTS

PRESIDENT'S REPORT

Progress Towards Meeting Goals
FSA 's Direction
Status of Unanswered Questions From Convention
Accomplishments Report
Recruitment Brochure
Task Force Work

PAST PRESIDENT

Convention Planning Issues

VICE PRESIDENT REPORT

Status of Resolutions
Committee Meetings with National Office
Federal Register Actions
Farm Bill Activities

ZONE REPRESENTATIVE REPORTS

OLD BUSINESS

Review of officer and Zone Representative Duties

NEW BUSINESS

List of desired NO speakers for Zone Meetings
Review Membership Committee Fundraising / Incentives Proposal
Convention Travel Plans – Board members need to attend pre-convention meeting and the old /
new board meeting. Schedule travel accordingly.
Establish guidelines for LI Committee
Zone Meeting updates
Review Convention Budget
Motion to Order Delegate/Alternate Ribbons as Necessary

ADJOURN MEETING

PREPARE FOR MEETINGS WITH NATIONAL OFFICE PERSONNEL, LEGISLATIVE CONTACTS

NASE BOARD & OTHERS

Business Meetings

Exhibit 3-C Spring Board Meeting Sample Agenda

Page 1 of 2

CALL TO ORDER

ROLL CALL

SECRETARY'S REPORT – (Review Minutes of Previous Meeting)

TREASURERS REPORT – (Review budget, bills to be paid, membership)

LI Reimbursement

Officer/Zone Reimbursement

IRS Status

BOARD MEMBER REPORTS

PRESIDENT'S REPORT

VICE PRESIDENT'S REPORT

PAST PRESIDENT'S REPORT

ZONE REPRESENTATIVE REPORTS – (Zone meeting attendance, newsletters, concerns, membership, etc.)

OLD BUSINESS

Review Goals

Task Force Follow-up

Joint Convention Report

NEW BUSINESS

Financial

NACS Bank Account Location/Fund Transfer

Draft Budget for 2011-12

2011-12 Dues

Dues Waiver -1st time members

Convention Planning

Awards

Blood, Sweat and Tears Award Recommendations (Confidential)

Cooperation Award (w/NASE) – Bill Swiney

Committees (Past President)

Officers (Past President)

Review Agenda

Business Meetings

Exhibit 3-C Spring Board Meeting Sample Agenda

Page 2 of 2

Speakers

National Office

Non Agency

Other Associations

Corporate Sponsors –JM Marketing, Others??

First Time Attendees Incentive

Spring Conference with DC

Issues

Schedule

Participants

LI Committee Chair / Legislative Consultant Report (3:30 Wednesday via phone/video call)

Membership Committee Actions

Officer Oral Reports

Annual Report

Information needed

Due dates

Reminder – Advise members to print and bring report to convention.

Print ____copies for National Office personnel.

Newsletter Article Assignments

Candidates for Officer and Zone Representatives

Committee Survey Forms

Resolutions

Adjourn

Business Meetings

Exhibit 3-D Year End (Pre-Convention) Board Meeting Sample Agenda

Page 1 of 2

CALL TO ORDER

ROLL CALL

SECRETARY'S REPORT – (Review Minutes from Previous Meeting)

TREASURER – Present Bills To Be Paid & Provide a Budget / Membership Report

OTHER BOARD MEMBER REPORTS

- Presidents Report
- Vice Presidents Report
- Past Presidents Report

OLD BUSINESS

NEW BUSINESS

Convention

- Agenda
- Candidates for office
- Q & A Panel Discussion
- Other internal business
- Awards
- Secretary's Report – Move & 2nd dispense reading minutes
- Treasurer's Report – Move & 2nd
- Convention Rules – Move & 2nd

Audit Committee (Zone Representatives Recommend and the President Appoints):

- A: _____ Name _____, State
- B: _____ Name _____, State
- C: _____ Name _____, State
- D: _____ Name _____, State

Election Committee (Zone Representatives Recommend and the President Appoints):

- A: _____ Name _____, State
- B: _____ Name _____, State
- C: _____ Name _____, State
- D: _____ Name _____, State

** Committee Chair

Parliamentarian - _____ Name _____, State

Internal Budget and travel expenses

NACS voucher

Delegate certification

Room Set Up For Business Meeting

Secretary & Treasurer Set Up the Room Wednesday Morning

State Placards Arranged Alphabetically within Zones

The number of delegate chairs set for each state must be equal to the number of certified delegates from the state. Extra chairs must be moved to the back of the room where alternates and guests will be seated.

Business Meetings

Exhibit 3-D Year End (Pre-Convention) Board Meeting Sample Agenda

Page 2 of 2

State President's Meeting

Past President

Attendance

Issues

Orientation Meeting

Past President

Attendance

Issues

Photographer - _____

Recording and Typing of Minutes

Promotional NACS Video

Nomination, second and election process.

Nomination speech 2 minutes

Seconding speech 1 minute

Candidate speech 2 minutes

Miscellaneous

Other New Business

ADJOURN

Exhibit 3-E Annual Convention General Agenda



**NACS - FARM SERVICE AGENCY
AGENDA**

20__ National Convention, _____, __
June __ - __, 20__

SATURDAY, JUNE	EVENT	LOCATION
3:00 PM - 7:00 PM	Convention Registration	
4:00 PM - 10:00 PM	Hospitality Room Open (light fare & snacks)	
SUNDAY, JUNE	EVENT	LOCATION
7:00 AM - 11:00 PM	Exhibitor Set-up Table Available	
8:00 AM - 9:00 AM	Convention Registration Open	
9:00 AM - 6:00 PM	Automation Room Open	
3:00 PM - 9:00 PM	Convention Registration Open	
5:00 PM - 7:00 PM	NACS FSA Board Meeting	
6:00 PM - 10:00 PM	Detroit Event	
7:00 PM - 8:00 PM	NACS FSA Committee Chairperson Meeting with VP	
7:00 PM - 7:30 PM	First Time Convention Attendee Workshop (NACS & NASE)	
MONDAY, JUNE	EVENT	LOCATION
6:30 AM - 8:00 AM	Detroit Event	
7:00 AM - 10:00 AM	Convention Registration Open	
7:00 AM - 6:00 PM	Automation Room Open	
7:00 AM - 8:00 AM	Delegate Certification (All Associations)	
7:00 AM - 5:00 PM	Exhibitor Booths Open	
8:00 AM - 9:30 AM	Opening Ceremonies (All Associations) Invocation, _____ Presentation of Colors, _____ Pledge, _____ National Anthem, _____ Welcome/Announcements by Convention Chairpersons _____, RD State Director _____, FSA Executive Director Guest Speaker 2013 California Convention Presentation (Next Year) 2014 Convention Presentation (2 Years Out) Sponsor Recognition by Convention Co-Chair Welcome Presentation Announcements by Convention Chair	
9:30 AM - 9:45 AM	Break	

Business Meetings

Exhibit 3-E Annual Convention General Agenda

MONDAY, JUNE Continued	EVENT	LOCATION
9:45 AM - 11:30 AM	NACS FSA and NASE Joint Meeting Welcome/Introduction of Guests Susan Long, President NASE Maureen Mausbach, President NACS Other Associations to be determined National Office/Other Speakers Q & A	
11:30 AM - 12:30 PM	Detroit Event	
12:30 PM - 1:30 PM	NACS FSA Opening Session Convene the 40th Annual Meeting Introduce 2011/2012 Board Members Credentials Report - Secretary/Treasurer Appoint Parliamentarian Review Roberts Rules of Order – Parliamentarian Presentation of Convention Rules - Vice President Convention Chairperson - Agenda updates & announcements Appoint Audit Committee Appoint Election Committee Introduce 2011/2012 NACS Committees - Vice Pres Candidate Announcements Announcements by President Recess the 40th Annual Meeting	
1:30 PM - 5:00 PM	NACS Committee Meetings	
	Farm Loan Programs Committee	
	Farm Programs Committee	
	Information Technology Committee	
	Management/Personnel Committee	
	Membership Committee	
2:30 PM – 2:45 PM	Break	
5:00 PM – 6:30 PM	Possible All Association Presidents Meeting	
6:30 PM – 7:00 PM	NACS-FSA Board Meeting	
5:00 PM - 10:00 PM	Detroit Event	
TUESDAY, JUNE	EVENT	LOCATION
6:30 AM - 8:00 AM	Detroit Event	
7:00 AM - 7:45 AM	NACS FSA State President's Meeting	
7:00 AM - 5:00 PM	Automation Room Open	
7:30 AM - 5:00 PM	Exhibitor Booths Open	

Business Meetings

Exhibit 3-E Annual Convention General Agenda

TUESDAY, JUNE Continued	EVENT	LOCATION
7:00 AM - 10:00 AM	Convention Registration Open	
8:00 AM - 9:45 AM	NACS FSA and NASE Joint Session Susan Long, President, NASE Maureen Mausbach, President, NACS FSA Invocation Pledge National Office Speakers	
9:45 AM - 10:00 AM	Break	
10:00 AM - 12:00 PM	National Office Speakers (Continued)	
12:00 PM - 1:00 PM	Detroit Event	
1:00 PM - 2:30 PM	NACS FSA and NASE Joint Meetings Reconvene National Office Panel for Questions & Answers	
2:45 PM - 3:15 PM	Break	
3:15 PM - 5:00 PM	NACS FSA Zone Meetings	
	Zone A Meeting	
	Zone B Meeting	
	Zone C Meeting	
	Zone D Meeting	
5:30 PM - 10:30 PM	Detroit Event	
WEDNESDAY, JUNE	EVENT	LOCATION
6:30 AM - 8:00 AM	Detroit Event	
7:00 AM - 5:00 PM	Automation Room Open	
7:00 AM – 8:00 AM	Past/Present/Future Convention Meeting - VP	
7:30 AM - 5:00 PM	Exhibitor Booths Open	
7:30 AM - 9:15 AM	NACS FSA Zone Meetings (Cont'd.) Complete committee survey forms & give to Zone Reps	
Shorten time??	Zone A	
	Zone B	
	Zone C	
	Zone D	
9:15 AM - 9:30 AM	Break (Hospitality Room Open)	

Business Meetings

Exhibit 3-E Annual Convention General Agenda

WEDNESDAY, JUNE Continued	EVENT	LOCATION
9:30 AM - 10:30 AM	Briefing Legislative Consultant / Legislative Committee	
10:30 AM - 11:15 AM	NACS FSA Annual Meeting Reconvene 40th Annual Meeting Invocation Pledge Announcements Roll Call of Delegates by State - Secretary/Treasurer Audit Committee Report before Treasurer Recognize NACS Past Presidents Convention Attendance Roll Call Historians Report - Don Van Vliet Announcements – Host State	
11:15 AM - 12:00 PM	NACS FSA Annual Meeting, Continued Committee Reports <u>Exhibit 3-M will be prepared and presented to the Secretary to amend resolution</u> Membership Committee Farm Programs Information Technology Legislative Issues Management/Personnel Farm Loan Programs	
12:00 PM - 1:00 PM	Lunch (On Your Own)	
1:00 PM – 2:30 PM	Committee reports continued	
2:30 PM - 2:45 PM	Break (Hospitality Room Open)	
2:45 PM - 4:30 PM	NACS FSA Annual Meeting, Cont'd Old Business New Business: Joint Convention Issues Constitutional/Bylaws Proposed Changes Zone Meetings 2013 Convention Site Convention Committee Announcements Election of Officers Adjourn Meeting	
6:00 PM - 7:00 PM	Detroit Event	
6:30 PM - 10:00 PM	Detroit Event	
7:00 PM - 9:00 PM	NACS & NASE FSA Banquet	
9:00 PM - 12:00 AM	Detroit Event	
THURSDAY, JUNE	EVENT	LOCATION
7:30 AM - 12:00 PM	NACS FSA Old/New Board Meeting	

Exhibit 3-F NACS Board Member Annual Convention Agenda



**CONVENTION AGENDA
NACS FSA BOARD MEMBERS ONLY**

20__ National Convention, _____, __
June __-__, 20__

SATURDAY, JUNE __, 20__	ACTIVITY	LOCATION
10:00 AM – 6:00 PM	Automation Room Open	
12:00 PM – 6:00 PM	Convention Registration	
2:00 PM – 10:00 PM	Hospitality Room Open	
SUNDAY, JUNE __, 20__	ACTIVITY	LOCATION
7:00 AM – 10:00 PM	Hospitality Room	
8:00 AM – 12:30 PM	NACS FSA Board Meeting	
	Discuss convention agenda Candidates for office Q & A Panel Discussion Board Members – Write down at least one question for each of the National Office personnel on the agenda. Other internal business Budget Awards Secretary’s Report – Move & 2 nd dispense reading minutes Treasurer’s Report – Move & 2 nd Convention Rules – Move & 2 nd Audit Committee: A: _____ Name _____, State B: _____ Name _____, State C: _____ Name _____, State D: _____ Name _____, State Election Committee: A: _____ Name _____, State B: _____ Name _____, State C: _____ Name _____, State D: _____ Name _____, State ** Committee Chair Parliamentarian - _____ Name _____, State Internal Budget and travel expenses NACS voucher Delegate certification	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

SUNDAY, JUNE __, 20__ CONTINUED	ACTIVITY	LOCATION
	<p>State President's Meeting Past President Attendance Issues Orientation Meeting Past President Attendance Issues Photographer: _____ (Appointed by Secretary Prior To Convention) Recording and Typing of Minutes: _____ (Appointed by Secretary Prior To Convention) Staffing Miscellaneous</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
9:00 AM – 8:00 PM	Convention Registration	
9:00 AM – 6:00 PM	Automation Room Open	
6:00 PM – 7:00 PM	<p>Committee Chairperson Meeting With VP Provide Training For Committee Chairpersons. Read resolution Solicit discussion from the floor Can solicit vote from the floor on resolution &/or amendments Call for vote of committee members on each amendment and resolution. Committee members have the final say & do not have to vote the same as the audience voted. Assure that all chairpersons know the correct page format, font style, font size, heading, page numbering, resolution numbering, introductory and closing statements, signature requirements, time frames, number of copies, location of automation room, etc. Suggest that each committee chairperson have a typist entering amendments and updating resolutions as they occur. Alternate committee members are a viable alternative.</p>	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

SUNDAY, JUNE __, 20__ CONTINUED	ACTIVITY	LOCATION
6:00 PM – 7:00 PM	<p>Committee Chairperson Meeting With VP (Cont) Transition to new committee chairpersons.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
7:00 PM – 11:00 PM	Exhibitor Set-Up Table Available	
7:00 PM – 8:00 PM	<p>Orientation and Committee Workshop (NACS, NASE) All first time convention attendees. Past President: Review Agenda Committee Meetings & Resolution Process Zone Meetings – Suggest amendments, adopt or non-adopt resolutions.</p> <p> Q & A with National Office Personnel Hospitality Room Be sure to meet & visit with members. Share experiences, ideas, concerns & build friendships.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
MONDAY, JUNE __, 20__	ACTIVITY	LOCATION
6:30 AM – 10:00 PM	Hospitality Room Open	
7:00 AM – 5:00 PM	Convention Registration	
7:00 AM – 9:00 PM	Automation Room Open	
7:00 AM – 9:00 AM	NACS Delegate Certification (Secretary and Treasurer)	
7:00 AM – 5:00 PM	Exhibitor Booths Open	
8:00 AM – 9:30 AM	<p>Convention Opening (All Associations) (Facilitated by Host St) Invocation, _____ Presentation of Colors, _____ Pledge, _____ National Anthem, _____ Welcome/Announcements by Convention Chairpersons: _____, and _____ _____, RD State Director _____, FSA Executive Director</p> <p>Guest Speaker(Mayor or Rep from Gov) 20__ Convention Presentation (Next Year’s Convention): _____, RD, State Director _____, FSA, State Executive Director</p>	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

MONDAY, JUNE __, 20__ CONTINUED	ACTIVITY	LOCATION
	20__ CONVENTION PRESENTATIONS (BID FOR CONVENTION YEARS IN ADVANCE) Exhibitor / Sponsor Recognition by _____ Welcome Presentation, _____ Host St. Presidents	
9:30 AM – 9:45 AM	Break (Hospitality Room Open)	
9:45 AM – 11:30 AM	NASE and NACS FSA Joint Meetings	
	Welcome / Introductions of Guests <ul style="list-style-type: none"> • _____, President, NASE • _____, President, NACS _____, VP, NADD - Intro By _____ _____, President, NASCOE Intro By _____ _____, Admin. Intro By _____ _____, DAFO Intro By _____ Q & A Session – Submit questions in writing Announcements On Eating Establishments By Host State	
11:30 AM – 12:30 PM	Lunch on your own	
12:30 PM – 1:30 PM	Separate NACS, NASE & NADD Meetings NACS FSA Opening Session Convene the __th Annual Meeting - President Introduce 20__ / 20__ Board Members & Alt Zone Reps- President Credentials Report - Secretary / Treasurer Motion To Adopt _____ Second _____ Appoint Parliamentarian - _____, State Review Roberts Rules of Order – Parliamentarian Presentation of Convention Rules – Vice President Motion To Adopt _____ Second _____ Convention Chairperson – Present Agenda Motion To Adopt _____ Second _____ Audit Committee: A: _____ B: _____ C: _____ D: _____ **Chairperson needs to announce meeting time, location. Election Committee: A: _____ B: _____ C: _____ D: _____ **Chairperson needs to announce meeting time, location.	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

TUESDAY, JUNE __, 20__ Continued	ACTIVITY	LOCATION
6:30 AM – 4:00 PM	Hospitality Room Open	
7:00 AM – 7:45 AM	NACS FSA State President’s Meeting Review State President’s Guide Maintain Member Data Base	
7:00 AM – 7:45 AM	Past/Present/Future Convention Advisory Board Meeting All Associations Convention Planning Committee Formalize Details Hotel Contract Requirements Corporate Sponsor _____ _____ _____	
7:00 AM – 7:45 AM	NFC Records – Were they updated as suggested? Surveys Staffing 1165 _____ _____ _____	
7:00 AM – 5:00 PM	Automation Room Open	
7:00 AM – 5:00 PM	Exhibitor Booths Open	
7:00 AM – 7:45 AM	NACS FSA Committees Print & Copy Resolutions	
8:00 AM – 5:00 PM	Convention Registration Open	
8:00 AM – 9:45 AM	NASE and NACS FSA Joint Meetings _____, President, NASE _____, President, NACS FSA Opening Remarks & Recognitions <ul style="list-style-type: none"> • Cell Phones • Write Questions Down & Submit. Will begin the Q & A session before lunch if time permits Invocation _____ NACS Pledge _____ NACS National Office Speakers _____, DAFLP, Intro _____ _____, DAM, Intro _____ _____, Chief HRD Empl. Br Intro _____ _____	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

TUESDAY, JUNE __, 20__	ACTIVITY	LOCATION
Continued		
9:45 AM-10:00 AM	Break	
10:00 AM – 12:00 PM	National Office Speakers (Continued) _____, Chief, Farm Cr Appl Intro _____ _____, Sn Ln Officer, LMD Intro _____ _____, Chief Pr Reporting Br Intro _____ Question & Answer Panel	
	Have tables saved for Appropriate Officials	
12:00 PM – 1:30 PM	Luncheon _____, Invocation _____, Announcements _____, Introductions _____, Program _____, Announcements _____, Adjourn	
1:30 PM – 2:45 PM	NASE and NACS FSA Joint Meetings Continue National Office Personnel Panel for Questions & Answers _____, _____, _____, _____, _____ and _____ Announcements _____, President, NASE _____, President, NACS FSA Thank National Office Speakers Location of Zone Meetings. Complete Com. Survey Forms During Zone Mtg	
2:45 PM – 3:15 PM	Break Sponsored by _____ – Be sure to thank them	
3:15 PM – 5:00 PM	NACS FSA Zone Meetings – Resolutions/Candidate Sp Zone A Zone B Zone C Zone D	
5:30 PM – 10:30 PM	Host State Planned Event	
WEDNESDAY, JUNE __, 20__	ACTIVITY	LOCATION
6:30 AM – 4:00 PM	Hospitality Room Open	
7:00 AM-5:00 PM	Automation Room Open	
7:00 AM – 7:30 AM	Secretary & Treasurer Set Up Room For State Delegates	
7:30 AM-5:00 PM	Exhibitor Booths Open	
8:00 AM-5:00 PM	Convention Registration Desk Open	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

WEDNESDAY, JUNE __,20__ Continued	ACTIVITY	LOCATION		
10:30 AM – 12:00 PM	Recognize First Time Convention Attendees – Ask them to stand and be recognized then ask others to stand. Convention Attendance Roll Call			
	<table border="0"> <tr> <td style="vertical-align: top;"> Detroit, MI - 2012 Salt Lake City, UT - 2011 Portland, ME - 2010 Atlanta, GA - 2009 Lincoln, NE - 2008 Cincinnati, OH - 2007 Arlington, TX - 2006 Orlando, FL - 2005 Louisville, KY - 2004 Las Vegas, NV - 2003 Bloomington, MN - 2002 St. Louis, MO - 2001 Biloxi, MS - 2000 Wilmington, NC - 1999 Indianapolis, IN - 1998 San Diego, CA - 1997 Salt Lake City, UT - 1996 Atlanta, GA - 1995 San Antonio, TX - 1994 Rapid City, SD - 1993 St. Charles, IL - 1992 Reno, NV - 1991 </td> <td style="vertical-align: top;"> Seattle, WA – 1990 Asheville, NC – 1989 Oklahoma City, OK – 1988 Portland, ME - 1987 Omaha, NE – 1986 Albuquerque, NM -- 1985 Lexington, KY – 1984 Colorado Springs, CO - 1983 Dells, WI - 1982 Nashville, TN - 1981 San Juan, PR - 1980 Overland Park, KS - 1979 Biloxi, MS – 1978 Las Vegas, NV – 1977 Rapid City, SD – 1976 Atlanta, GA – 1975 St. Louis, MO – 1974 Kansas City, MO - 1973 </td> </tr> </table>	Detroit, MI - 2012 Salt Lake City, UT - 2011 Portland, ME - 2010 Atlanta, GA - 2009 Lincoln, NE - 2008 Cincinnati, OH - 2007 Arlington, TX - 2006 Orlando, FL - 2005 Louisville, KY - 2004 Las Vegas, NV - 2003 Bloomington, MN - 2002 St. Louis, MO - 2001 Biloxi, MS - 2000 Wilmington, NC - 1999 Indianapolis, IN - 1998 San Diego, CA - 1997 Salt Lake City, UT - 1996 Atlanta, GA - 1995 San Antonio, TX - 1994 Rapid City, SD - 1993 St. Charles, IL - 1992 Reno, NV - 1991	Seattle, WA – 1990 Asheville, NC – 1989 Oklahoma City, OK – 1988 Portland, ME - 1987 Omaha, NE – 1986 Albuquerque, NM -- 1985 Lexington, KY – 1984 Colorado Springs, CO - 1983 Dells, WI - 1982 Nashville, TN - 1981 San Juan, PR - 1980 Overland Park, KS - 1979 Biloxi, MS – 1978 Las Vegas, NV – 1977 Rapid City, SD – 1976 Atlanta, GA – 1975 St. Louis, MO – 1974 Kansas City, MO - 1973	
Detroit, MI - 2012 Salt Lake City, UT - 2011 Portland, ME - 2010 Atlanta, GA - 2009 Lincoln, NE - 2008 Cincinnati, OH - 2007 Arlington, TX - 2006 Orlando, FL - 2005 Louisville, KY - 2004 Las Vegas, NV - 2003 Bloomington, MN - 2002 St. Louis, MO - 2001 Biloxi, MS - 2000 Wilmington, NC - 1999 Indianapolis, IN - 1998 San Diego, CA - 1997 Salt Lake City, UT - 1996 Atlanta, GA - 1995 San Antonio, TX - 1994 Rapid City, SD - 1993 St. Charles, IL - 1992 Reno, NV - 1991	Seattle, WA – 1990 Asheville, NC – 1989 Oklahoma City, OK – 1988 Portland, ME - 1987 Omaha, NE – 1986 Albuquerque, NM -- 1985 Lexington, KY – 1984 Colorado Springs, CO - 1983 Dells, WI - 1982 Nashville, TN - 1981 San Juan, PR - 1980 Overland Park, KS - 1979 Biloxi, MS – 1978 Las Vegas, NV – 1977 Rapid City, SD – 1976 Atlanta, GA – 1975 St. Louis, MO – 1974 Kansas City, MO - 1973			
10:30 AM – 12:00 PM	Historians Report – Don Van Vliet Host State – Announce Location of Eating Establishments			
12:00 PM – 1:00 PM	Lunch (On Your Own)			
1:00 PM – 4:00 PM	NACS FSA Annual Meeting Continued			
	<p><i>NACS FSA Committee Reports</i></p> <p><u>Exhibit 3-M will be prepared and presented to the Secretary to amend resolutions</u></p> <ul style="list-style-type: none"> Membership Committee Report Farm Programs Information Technology Legislative Issues Management / Personnel Farm Loan Programs 			
2:30 PM – 2:45 PM	Break			
2:45 PM – 4:15 PM	Old Business <hr/> <hr/> <hr/>			

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

WEDNESDAY, JUNE __, 20__ Continued	ACTIVITY	LOCATION
2:45 PM – 4:15 PM	New Business <i>Honorary Member Award – _____</i> <i>Do we want to continue offering the raffle</i> Zone Meetings – Dates & Locations Zone A __ Feb _____, _____ Zone B __ Feb _____, _____, _____ Zone C __ March _____, _____ Zone D __ Feb _____, _____ 20__ Convention _____ Staffing, WL – Legal Action or other Convention Committee Report Announcements Committee Survey Forms Vouchers Election of Officers Adjourn Meeting Motion _____ Second _____	
4:15 PM 5:00 PM	NACS Zone Meetings (Elect Zone Rep & Alternate) Zone A Zone B Zone C Zone D	
6:00 PM – 7:00 PM	Social Hour with Cash Bar	
6:00 PM – 9:00 PM	Children’s Banquet	
7:00 PM – 9:00 PM	NASE & NACS FSA Banquet Invocation: _____ NACS Pledge: _____ NASE Meal Introduction 2010 / 2011 Boards NASE NACS FSA NASE Presentations _____ Raffle Drawing _____ Announcements & Presentation NACS FSA Presentations <i>VP to Present Committee Awards if not already done</i> <i>Presentation to 20__ / 20__ Board</i> Blood Sweat & Tears Award – Past President	

Business Meetings

Exhibit 3-F NACS Board Member Annual Convention Agenda

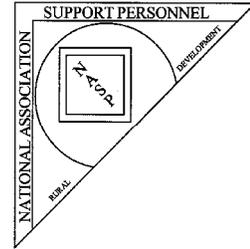
WEDNESDAY, JUNE __, 20__ Continued	ACTIVITY	LOCATION
7:00 PM – 9:00 PM	<p align="center"><i>Outgoing Pres. Message</i></p> <p align="center"><i>President's Message</i></p> <p>Announcements – 20__/20__ Committee Member Pictures New Board Member Pictures Thank members for attendance & hard work Adjourn __th National Convention Pictures – 20__ / 20__ NACS FSA Board</p>	
9:00 PM – 1:00 AM	Dance	
THURSDAY, JUNE __, 20__ Continued	ACTIVITY	LOCATION
9:00 AM – 12:00 PM	Automation Room Open	
7:30 AM – 12:00 PM	NACS FSA Old / New Board Meeting	

Exhibit 3-G USDA Employee Association Memorandum of Understanding

USDA EMPLOYEE ASSOCIATION MEMORANDUM OF UNDERSTANDING



Building Rural America
NATIONAL ASSOCIATION OF CREDIT SPECIALISTS
of the
USDA, RURAL DEVELOPMENT



967 Illinois Ave., Suite 4
P. O. Box 405
Bangor, ME 04402-0405
207-990-9173

1975 Castlerock Drive
Suite 2
Sumter, SC 29153

MEMORANDUM OF UNDERSTANDING

Between the

National Association of Credit Specialists (NACS), Rural Development
National Association of Credit Specialists (NACS), Farm Service Agency
National Association of Support Personnel (NASP), Rural Development
And the
National Association of Support Employees (NASE), Farm Service Agency

Introduction

In the mid-1990's what is formerly known as Farmers Home Administration was restructured into two separate mission areas, namely, Rural Development and the Farm Service Agency under the U.S. Department of Agriculture. Prior to the restructure, there were two federal associations known as the National Association of County Supervisors (NACS) and the National Association of County Office Assistants and Clerks (NACOAC). NACS and NACOAC held membership meetings (four Zone meetings in the first quarter of the calendar year and one Convention in the summer) in conjunction. Under the restructure, the four stated Associations were formed and they continue to hold joint meetings.

Purpose

The purpose of this Memorandum of Understanding is to support joint efforts and consistency between the listed parties in coordinating Association meetings, including, but not limited to membership Zone meetings and the Annual Convention.

Background

Historically, there has been a set schedule for each Zone meeting to be held which allows the potential hosting states to plan ahead and obtain contracts for services needed for these events. Over the past few years, the traditional schedules have become ambiguous and there have been occasion when there is miscommunication between the Associations regarding the schedule. Additionally, "guest speakers" have been invited from the National Office to participate in the conferences (both the Zone meeting and the Annual Convention). There has been inconsistency in the treatment of the guest speakers for each Association as it relates to expectations of registration fees, etc. and it has created difficulty and confusion for the hosting state Association Chapters.

Business Meetings

Exhibit 3-G USDA Employee Association Memorandum of Understanding

Scope of the Agreement

Under this agreement, the four Associations listed (NACS-RD, NACS-FSA, NASP-RD, and NASE-FSA), agree to the following:

1. Schedule for Zone meetings

Zone B	First weekend of February
Zone D	Second weekend of February
*Open	Third weekend of February
Zone C	Fourth weekend of February
Zone A	First weekend of March
*Open	Second weekend of March

*Zone B and D may request the third weekend of February as an alternative weekend for their meetings in the event they are not able to secure accommodations for their meeting in the weekend designated. Likewise, Zone C and A may request the second weekend of March as their alternative weekend. Under no circumstances will there be two Zone meetings scheduled for the same weekend.

In the event a Zone is unable to secure accommodations for their designated weekend, the hosting State will notify the Zone Representative, the Zone Representative will notify the Association President and the President is responsible for sharing the information with the remaining Association(s) President.

2. Guest Speaker Provisions

Related expenses for Guest Speakers/Panelists. The Associations agree that National Office attendees are guests of the organizations, and will not be required to pay a registration fee or costs for meals and/or related events. In order to assure equity in costs, it is agreed that the Zone Meeting or Convention Hosts should factor into their costs the following:

Zone Meetings: A minimum of 4 Guests for NACS RD/NASP and 4 Guests for NACS FSA/NASE for a total of 8 Guest registrations.

Annual Convention: A minimum of 6 National Office Guests for NACS RD/NASP and 6 Guests for NACS FSA/NASE, for a total of 12 Guest registrations. Should the associations invite additional guests, they should notify the hosting state for Zone meetings or Convention, and pay the additional registration required to cover the costs of the Guest during the time they are in attendance at the meeting. Should Guests attend only to speak (guest does not eat any meals, participate in activities or visit the hospitality room), there will be no costs charged, and no registration is required.

3. Zone Meeting and Convention Location

Location of Zone Meetings and Annual Convention: The Associations agree that states bidding to host a Zone Meeting or convention should consult and be in agreement as to the location (city or town) and dates of meetings prior to submitting a bid to host either a Zone meeting or National Convention.

Business Meetings

Exhibit 3-G USDA Employee Association Memorandum of Understanding

4. Host State Provisions

States hosting Zone meetings or Annual conventions agree to include the following in planning meetings and calls in order to assure all parties are aware of plans and in order for Association Zone Representatives and National Offices to plan the agenda:

Zone Meetings: Zone Representatives and Zone Planning committees (which should include at least one representative from each Association) from the host state.

National Convention: Association Presidents and Convention Planning Committee (which should include at least one representative from each Association).

Period of Agreement

This agreement is effective upon signature and shall continue in effect until terminated in writing by either party.

Modification or Cancellation Provision

This agreement may be modified or amended by written agreement of the four parties. Requests for modification and amendments to the agreement may be initiated by any parties through written notification.

Acceptance and Signature of Each Approving Party

/S/ Gordon Parker
Gordon Parker
NACS-RD President

/S/ Darren Metzger
Darren Metzger
NACS-FSA President

/S/ Catherine Lewis
Catherine Lewis
NASP-RD President

/S/ Bonnie Noziska
Bonnie Noziska
NASE-FSA President

Business Meetings

Exhibit 3-H National Convention - Letter of Invitation to National Office Guest Speakers

Page 1 of 2

[Date]

To: Mr. Bruce Nelson, FSA Administrator
Ms. Carolyn Cooksie, Associate Administrator
Mr. Michael Wooden, Deputy Administrator Field Operations
Mr. Chris Beyerhelm, Deputy Administrator Farm Loan Programs
Mr. Todd Burke, Chief, Farm Credit Applications Office

From:

Susan Long, President, National Association of Support Employees (NASE)

Maureen Mausbach, President, National Association of Credit Specialist (NACS)

Subject: National Office Speakers for NASE and NACS FSA National Meeting
June _____, 20__ in _____

NACS and NASE formally invite you to speak at our 20__ National Convention in _____ . A rough draft of the agenda will be forwarded to you in the near future.

We would encourage you to attend and participate in:

- Monday - Discussions that take place during committee meetings which review and discuss possible resolutions
- Tuesday Morning - Address the organizations in a joint session concerning initiatives and actions occurring in your area
- Tuesday Afternoon - Participate in a question and answer panel discussion
- Visit with organizations in separate sessions as time permits and,
- Participate in all convention activities and events that are of interest to you.

The convention registration form is attached as a separate document. You will need to complete a registration form but please do not submit the registration fee as NACS & NASE will cover the registration fee for invitees. Please indicate on the registration form the days that you will be attending and if you will require any special equipment for your presentation. Forward a copy of the registration to (NASE President) and (NACS-FSA President) at the email addresses listed above prior to the registration deadline of May _____.

Business Meetings

Exhibit 3-H National Convention - Letter of Invitation to National Office Guest Speakers

Page 1 of 2

Rooms are available at the _____ . Please make reservation online at:

_____ or by calling _____ under the block name, "The National Association of Credit Specialists". Please call early before rooms are sold out or by _____. Room rates are \$_____ (government rate) for single or double. Triple or Quad Rate \$_____. No charge for children under 18.

(Complimentary shuttle service, etc) is available from the _____ International Airport by calling _____. Please have the rooms reserved in your name and with your credit card number. You may also wish to extend your stay in order to participate in other activities as outlined on the registration material.

If for some reason or due to budgetary issues, you will not be able to attend or you need to send a representative in your place, please advise (NACS-FSA President, email address) or (NASE President, email address) of such at the earliest possible date in order that alternative arrangements can be made.

Thank you for your consideration.

Business Meetings

Exhibit 3-I National Convention/Zone Meeting - Letter of Appreciation



Building Rural America

National Association of Credit Specialists
of the

USDA – Farm Service Agency

[Name and Address]

Dear {salutation}:

I would like to thank you for attending the National Association of Credit Specialists (NACS) [Annual Convention/Zone Meeting] in (__CITY__, __STATE__). We enjoyed having you in attendance to speak to the members, participate in discussions and answer questions.

Comments that I received from members who were at the convention indicate that their level of fear, uncertainty and resistance to pending program or policy changes was significantly diminished as they listened to you and other national leaders explain the rationale for the changes. The open dialog and your positive leadership are very much appreciated.

Members of the ____/____ NACS board (__NAME__, STATE__) – President, (__NAME__, STATE__) – Vice President, (__NAME__, STATE__) - Secretary, (__NAME__, STATE__) - Treasurer, (__NAME__, STATE__) – Zone A Representative, (__NAME__, STATE__) – Zone B Representative, (__NAME__, STATE__) - Zone C Representative, (__NAME__, STATE__) – Zone D Representative, and myself are looking forward to working with you during the next twelve months.

Sincerely,

Past President, NACS FSA

Business Meetings

Exhibit 3-J Zone Meeting - Letter of Invitation to National Office Guest Speakers

Page 1 of 1

To: Mr./Ms. _____, Administrator, FSA

From: Mr./Ms. _____, President, National Association of Support Employees (NASE)
Mr./Ms. _____, President, National Association of Credit Specialist (NACS)

Subject: NASE and NACS Zone Meetings

NASE and NACS would like to formally invite you to speak at our (__YEAR__) zone meetings. The meeting dates and locations are as follows:

February __ - __, Zone B Meeting in (__CITY__, __STATE__)
(__HOTEL NAME, ADDRESS & TELEPHONE NO.__)

February __ - __, Zone D Meeting in (__CITY__, __STATE__)
(__HOTEL NAME, ADDRESS & TELEPHONE NO.__)

February __ - __, Zone A Meeting in (__CITY__, __STATE__)
(__HOTEL NAME, ADDRESS & TELEPHONE NO.__)

March __ - __, Zone C Meeting in (__CITY__, __STATE__)
(__HOTEL NAME, ADDRESS & TELEPHONE NO.__)

In addition to anything that you would like to discuss with the group following are a few issues that are of particular concern to FSA personnel at this time:

- _____ ISSUE A _____
- _____ ISSUE B _____
- _____ ISSUE C _____
- _____ ISSUE D _____

We would like you to speak on Friday morning and then participate in a question and answer session after lunch on Friday afternoon during any of the zone meetings that you are able to attend. Please respond to this message or ask your staff to call me to indicate which of the meetings you may be able to attend.

Registration forms and additional information may be obtained at www.nacsfsa.net . Please feel free to call me at (__PHONE NO.__) if I may be of assistance.

Attachments: A/S

Business Meetings

Exhibit 3-K Zone Meeting Draft Agenda

Page 1 of 2

Agenda

Thursday, (__DATE __)

1:00 PM – 6:00 PM

Registration – _____ Hotel Lobby

3:00 PM – 11:00 PM

Hospitality Room – Suite _____

7:00 PM – 8:00 PM

State President’s Meetings-NACS FSA- _____ Room

Friday, (__DATE __)

6:30 AM – 8:00 AM

Continental Breakfast-Hospitality Room-Suite _____

7:00 AM – 8:00 AM

Late Registration – _____ Hotel Lobby

Opening Ceremonies – Joint Session – _____ Room

8:00 AM – 8:45 Am

Presentation of the Colors- _____

Rural Development, State Director- _____

Farm Service Agency, State Executive Director- _____

Welcome and Introductions –

_____, Zone __ Representative, NACS, FSA

_____, Zone __ Representative, NACS RD

_____, Zone __ Representative, NASP

_____, Zone __ Representative, NASE

_____ Convention Presentation

_____ Zone Meeting Bids

8:45 – 9:00 AM Break

Farm Service Agency NACS/NASE Joint Session – _____ Room

9:00 AM – 9:30 AM

_____, Deputy Administrator for Field Operations

9:30 AM – 10:00 AM

_____, Deputy Administrator for Farm Loan Programs

10:00 AM – 10:15 AM

Break

10:15 AM – 10:40 AM

_____, Human Capital Management Consultant

10:40 AM – 11:05 AM

_____, Chief, Guaranteed Loan Group, Farm Credit

Applications Division

11:05 AM – 11:30 AM

_____, Chief, Loan Operations Division

11:30 AM – 12 Noon

Question and Answer Session

12:00 PM – 1:00 PM

Lunch – _____ Room

1:00 PM – 5:00 PM

1:00 PM---2:15 PM

Resume Joint Session

_____ – Farm Business Plan

Other Task Force Reports

2:15---2:30 Break

Business Meetings

Exhibit 3-K Zone Meeting Draft Agenda

Page 2 of 2

2:30---5:00 Breakout for Individual Associations (NASE & NACS FSA)
NACS(FSA) (___MEETING ROOM LOCATION___)

Welcome and Call Meeting to Order

_____ – Zone __ Representative

Committee Reports:

_____ Information Technology

_____ Farm Program

_____ Farm Loan Program

_____ Management/Personnel

_____ Legislative

_____ Membership

Resolutions

Friday Evening Festivities

6:00 PM (___ACTIVITY & LOCATION___)

6:30 PM Banquet – _____ Room

7:00 PM Entertainment – _____

10:00 PM – 12:00 AM Hospitality Room – _____

Saturday, (___DATE ___)

8:00 Am – 12:00 PM NACS FSA Business Meeting

Pledge

Invocation

Zone Representative Call On State Presidents For:

Roll Call & State Presidents' Reports

NACS President Speech

Q & A

Travel Reimbursement Policy Discussion – Distribution of Vouchers

NACS Officer Candidate Announcements

Old Business

New Business

Summary

12:00 PM Adjournment

Business Meetings

Exhibit 3-L Convention Rules

“Mr. President,

I move the delegates of this convention adopt the following convention rules as it conducts its business during this National Convention. The convention rules are as follows:

1. All resolutions, amended and consolidated, are to be presented to the convention floor in writing, according to the approved format, after having been discussed, prioritized, and recommended by the appropriate committee or Zone.
2. Rules and procedure shall be suspended during the meeting of the convention for the purpose of allowing full discussion of the proposed resolutions. Non-members must request permission from the committee chairperson to enter the discussion.
3. The Committee Reports shall be submitted in the following format:

THE (NAME OF THE COMMITTEE) MET IN (CITY, STATE) ON (DATE OF CONVENTION), TO REVIEW RESOLUTIONS SUBMITTED BY THE MEMBERSHIP.

THE FOLLOWING RESOLUTIONS ARE RECOMMENDED FOR ADOPTION:
CONCERN:

PROPOSED SOLUTION:

The Committee will also submit a list of Non-Adopted resolutions. Adopted and non-adopted resolutions will be numbered sequentially. The first non-adopted resolution will be assigned the next consecutive number that follows the number of the last adopted resolution. The heading above the first Non-Adopted resolution will read as follows:

THE FOLLOWING RESOLUTIONS ARE RECOMMENDED FOR NONADOPTION:

CONCERN:

PROPOSED SOLUTION:

Respectfully submitted by the 20__/20__ (Name of Committee).

Zone A

Zone B

Zone C

Zone D

(Chairperson will be designated after the Zone the member is from)

4. Committees have the authority to consolidate similar resolutions and edit resolutions for spelling, and clarity.
5. Amendments presented during the Annual Meeting by a Zone to an existing adopted or non-adopted resolution or moving a resolution from non-adopt to adopt or vise versa will use the approved NACS form for this purpose. **A written version of the proposed amendment must be presented to the Secretary immediately using Exhibit 3-M Committee Report Amendment Form.**
6. During the annual business meeting, delegates and alternates (identified by the appropriate badge) will be permitted to engage in debate. However, only members identified by a delegate badge will be permitted to vote.”

Exhibit 3-M Committee Report Amendment Form



COMMITTEE REPORT AMENDMENT

- Committee
- Farm Loan Programs
 - Farm Programs
 - Information / Technology
 - Personnel / Management
 - Legislative Issues

Resolution #: _____

Type of Amendment

Language Change

- Move from Adopt to Non-Adopt
- Move from Non-Adopt to Adopt

Motion made by _____
Name State

Seconded by _____
Name State

Changes to: (For language changes, be exact)

CONCERN

SOLUTION

PART 4 – RESOLUTION PROCESS

A Overview

Resolutions are the Association's way of identifying issues and proposing solutions. The resolution process begins with each NACS member and is the backbone of existence for NACS. Each member is encouraged to submit issues and solutions that they identify in their work environment for appropriate consideration by the Association. Items of an urgent nature that require immediate NACS attention should be brought to the attention of the NACS Board.

Resolutions may be submitted online at the NACS web site or in writing at State Association, Zone, or National Convention meetings. Submissions are reviewed, revised for clarity as necessary, by the respective Committee's (See Part 2, B and C) who will recommend their adoption or non adoption. The Committee report is presented and debated at the NACS convention. Final adopted resolutions are presented and discussed with the appropriate National or Finance Office management section.

B On-line Resolutions

1 Submitting

- a Must be registered with the NACS web site
- b Login to the Site (www.nacsfsa.net)
- c Under the **Committees Menu** section, select **the appropriate Committee**.
- d Select **Submit Resolution**.
- e Complete the data fields as appropriate.
- f Select **Submit** to send the resolution.

2 Viewing Submitted

- a Must be registered with the NACS web site
- b Login to the Site (www.nacsfsa.net)
- c Under the **Committees Menu** section, select **the appropriate Committee**.
- d Select **Read Resolution**

3 Management

- a Web Team maintains resolutions
- b One week prior to Convention new submissions halted
- c Web Team provides submissions to Committee Chairpersons
- d Backup copy of submissions sent to Vice President

C Non-Online

1 Submitting

- a Any NACS member may submit
- b Use Resolution Form (Exhibit 4-A)
- c Mail/Deliver to -
 - (1) Committee Chairperson
 - (2) State Association
 - (3) Zone Representative

2 Viewing Submitted

- a Contact the appropriate Committee

3 Management

- a Committee maintains paper submitted resolutions
- b Committee should enter into NACS web site, if time permits

D Resolution Discussion/Consideration

1 On-line

- a Must be NACS web site registered user
- b Under Main Menu, select NACS Forums
- c Select Forum for Committee desired
- d Click on New Thread if new topic or one of the existing, as appropriate
- e Enter message you wish to post

2 E-mail / Phone

- a Locate Committee members
 - (1) NACS Web site
 - Select Committee under Committees Menu
 - Select Committee Members
 - Click on Member to email
 - Select Messages – Send Email
 - Write Message
 - Click on Send Email
 - (2) State Presidents Guide / NACS Op Manual
- A listing of current Committee members is contained in these guides

Resolution Process

3 Committee Meetings

a Zone Meetings

Discussion on submitted resolutions and new resolutions will be facilitated by the Committee representative or, if absent, other person(s) as designated by the Zone Rep for that Zone. No action to adopt/non adopt is taken.

b National Convention

Members may attend committee meetings where the committee will review/discuss submitted resolutions. The Committee may solicit advice/input from attendees.

E Resolution Adoption

1 Overview

During the convention, the committee chairperson has full responsibility of their respective resolutions and will conduct the committee meetings to evaluate and prepare the resolutions for the convention voting body. Meetings will be conducted as outlined in Exhibit 2-K. Documents will be prepared according to Convention Rules as presented by the Vice President (See Exhibit 3-L) and formatted according to protocol outlined in Exhibit 5-D.

2 Committee Recommendation

Each Committee reviews each resolution and acts on each as per Part 2 B and C. Input from attending members is encouraged during discussion of the resolutions. Action to adopt/non adopt is taken by the Committee only. The final report of adoption/non adoption is presented to the NACS Convention body. See Exhibit 2-M for report format.

3 Convention Action

The Committee report is given on the Convention floor during the NACS business meeting. Debate and possible amendments to the report are done at this time. Changes to the Committee report are to be made on Exhibit 3-M with a copy provided to the NACS Secretary. The final Committee report is as voted on by the assembled delegates at the Convention.

4 Post Convention Action

a FLP, FP, IT & M/P Resolutions

- In consultation with the President, the Vice President will notify the respective National and Finance Office Deputy Administrators of the NACS resolutions approved pertaining to their area of expertise. These should include the Deputy Administrators of Farm Loan Programs, Farm Programs, Management, Field Operations and Information Technology (Finance Office). See sample letter in Exhibit 4-B.
- Adopted resolutions will be discussed by the respective committee's with the appropriate National or Finance Office personnel.
- Adopted resolutions will be posted publicly at the NACS web site.

4 Post Convention Action (con't)

b Legislative Resolutions

- Adopted Resolutions will be forwarded to the NACS Board for action in accordance with Part 8 of this manual.
- Adopted resolutions will be posted as members only at the NACS web site.

Resolution Process

PART 4 RESOLUTION PROCESS EXHIBITS

Title	Exhibit #
Resolution Form	4-A
Sample Letter to Deputy Administrator with Adopted Resolutions	4-B

Resolution Process

Exhibit 4-A NACS Resolution Form



Building Rural America
National Association of Credit Specialists
of the
USDA – Farm Service Agency

NACS Resolution Form

Select Committee (please select only one committee):	Subject:
<input type="checkbox"/> Farm Programs	
<input type="checkbox"/> Farm Loan Programs	
<input type="checkbox"/> Information Technology	Procedure Reference:
<input type="checkbox"/> Legislative Issues	
<input type="checkbox"/> Management / Personnel	

Concern:

Proposed Solution:

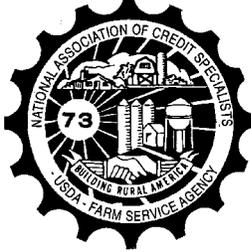
Enter Your Name:

Enter Your Email Address:

Resolution Process

Exhibit 4-B Sample Letter to Deputy Administrator With Adopted Resolutions

Page 1 of 1



Building Rural America

National Association of Credit Specialists
of the

USDA – Farm Service Agency

[Date]

Mr. / Mrs. _____
Deputy Administrator _____
Farm Service Agency
1400 INDEPENDENCE AVE SW
WASHINGTON, DC 20250- _____

Dear Mr. / Mrs. _____:

Thank you for attending the 20__ NACS Annual Convention in _____, _____. Your participation helped make the convention enjoyable and informative.

Attached is a copy of the _____ Resolutions that were passed by the NACS members during the 20__ convention. In the same manner that has been done in prior years, we would ask that you and your staff provide comments in response to each of the resolutions that are being submitted for consideration. In case there are questions with respect to any of the resolutions I am enclosing the name, address and telephone number of the committee chairperson. You may also contact me at the above listed address and telephone number. The committee chairperson will facilitate correspondence with past and present members of the _____ committee in order to provide a detailed response to any questions that you may have.

_____ committee members for 20__/20__ are hoping to discuss the resolutions with you and your staff during a trip to Washington, DC in early November. If possible, I would ask that the resolutions containing your comments be returned to me on diskette or by email by October __, 20__, which will allow committee members sufficient time to review the comments, complete any research that is necessary and prepare to discuss the issues with you and your staff.

We look forward to working with you and your staff on these resolutions and other issues through the coming year.

Sincerely,

NACS–FSA, Vice President

Enclosure: 200__ Adopted _____ Committee Resolutions

cc: NACS FSA _____ Committee Members
_____, NACS President

Note:

- FLP Resolutions – Deputy Administrator Farm Loan Programs
 - FP Resolutions – Deputy Administrator Farm Programs
 - M/P Resolutions – Deputy Administrator Management & Deputy Administrator Field Operations
 - IT Resolutions - Deputy Administrator Management & Deputy Administrator Field Operations
- Contact DAM and DAFO regarding submissions and where/what person they wish to be the contact.**

Part 5 – Communications

A Annual Report

The Secretary is responsible for publishing an Annual Report prior to the NACS FSA Annual Convention each year. The report must be complete and available to members at least 20 days prior to the NACS FSA Annual Convention.

1 Minimum Contents

- 1 NACS FSA Officers – Including Pictures, Name, State, NACS Title
- 2 NACS FSA Zone Representatives - Including Pictures, Name, State, NACS Title
- 3 NACS FSA Committees
- 4 Officer Reports
 - a President's Report
 - b Vice President's Report
 - c Secretary's Report
 - d Treasurer's Report
 - (1) Membership Report
 - (2) 20__ Budget Report (June 1, 20__ through May 31, 20__)
 - (3) Cash Flow Report (June 1, 20__ through May 31, 20__)
 - (4) Account Balances Report (May 31, 20__)
 - e Past President's Report
- 5 Zone Representatives Reports
- 6 Committee Reports with adopted resolutions, National Office Response and Discussion
 - a Farm Loan Programs Committee Report
 - b Farm Programs Committee Report
 - c Information Technology Committee Report
 - d Management / Personnel Committee Report
 - e Legislative Committee Report – Will not contain National Office Response or discussion
 - f Membership Committee Report - Will not contain National Office Response or discussion
- 7 20__ Annual Convention in _____, _____
 - a Board Meeting – June __, 20__
 - b General Assembly – June __, 20__
 - c Annual Meeting – June __, 20__
 - d Must include a printed version of the convention rules.
 - e General Assembly – June __, 20__
 - f Audit Committee Report
 - g Credentials Report
 - h Minutes of the _____th Annual Meeting – June __, 20__

Communications

A Annual Report (con't)

1 Minimum Contents (con't)

- i Committee Resolutions – Adopted and Non-Adopted
 - (1) Farm Loan Programs Resolutions
 - (2) Farm Programs Resolutions
 - (3) Information Technology Resolutions
 - (4) Management / Personnel Resolutions
 - (5) Legislative Issues Resolutions
- j 20__ – 20__ Board Meeting Minutes
 - (1) June __, 20__ – Old and New Board Meeting
 - (2) (__Date of Fall Board Meeting__)
 - (3) (__Date of Spring Board Meeting__)
 - (4) (__Date of any other Board Meetings that occur__)
- k Constitution and By-Laws
- l Blood, Sweat, & Tears Award Winners
- m Past Presidents
- n Pictures – NACS Members at Work (OPTIONAL)
- o Additional Information may be added as the Secretary and/or President deem appropriate.

B State Presidents Guide

1 Overview

The Secretary is responsible for updating the State President's Guide with the names of newly elected board members and appointed committee members immediately after the Annual Convention. The Secretary is responsible for updating the guide throughout the year to assure that state president names and other information remains accurate. Much of the information in the guide is linked to the member database and can be updated from the NACS web site.

2 Minimum Contents

- a Directory of NACS Officers and Board of Directors
- b Committee Appointments
- c Key Dates
- d Statement of Principals
- e State Associations – Key Practices
- f NACS Constitution and By-Laws
- g Why NACS?
- h NACS Zones
- i Relationship with SED and State Office
- j Sample Consultative Agreement For States
- k NACS Consultative Agreement

B State Presidents Guide (con't)

2 Minimum Contents (con't)

- l NACS Resolution Form
- m NACS Committee Survey
- n NACS Expense Voucher
- o Membership Application
- p Dues Payroll Deduction – SF 1187

C Directory

The Secretary is responsible for updating the Directory with the names of newly elected board members and appointed committee members immediately after the Annual Convention. The Secretary is responsible for updating the Directory throughout the year to assure that electronic group mailing lists are complete and correct. The Database Manager will be advised to make necessary changes to the member database and the Secretary will validate the accuracy of updates. State Presidents will be asked to provide member names with dues submitted to the Treasurer. The Treasurer, Secretary and Database Manager must assure that all members are properly entered in the database and with a few exceptions, non-members should be removed.

D Newsletters

The Secretary is responsible for preparing at least four newsletters per year. Newsletter articles may be requested from fellow board members, task force representatives, committee chairpersons, National Office personnel or others. The Secretary is responsible for formatting, editing and preparing the Newsletter for final review by the President and Newsletter Editor before it is posted to the web site or distributed. The primary objective is to assure that Newsletters are timely, informative, accurate and professional.

E Web Site

1 Overview

Maintenance of information on the web site is necessary to ensure continuity of information and to serve as a resource material. As documents are added and time elapses the established policy will determine what will be archived and what will be retained.

2 Maintenance Requirements – On Site

- a Annual Reports – Maintain the current and all past year's report on the web site.
- b Resolutions will be maintained on the web site. Resolution database to be purged each year once membership adopts resolutions and pdf files are posted.
- c Newsletters will remain on the web site. When 5 years old move them to CD storage.
- d State President's Guide - Replace each year with current information. Past years versions to be deleted.
- e Member Profiles – Retain current information on the web site.

E Web Site (con't)

2 Maintenance Requirements – On Site (con't)

- f Other Information - Retain on the web site as long as space allows. When 5 years old move them to CD storage. i.e in the 6th year..
- g Related Web Sites – Update to current and maintain them on the NACS web site.
- h General Information (NACS Yearly Calendar, Constitution and By-Laws, Consultative Agreement - Keep current documents on the web site.
- i NACS History Report – Update annually - old issues can be kept on the site for 5 years then moved to CD if space is an issue.
- j Online Survey – Purge once results are tabulated.
- k Forums – purge 6 months after an issue is resolved.

3 Maintenance Requirements – Archive

- a With the current allowable space on the site all documents will remain on the site for the foreseeable future. Archiving on disk is important should the site ever have a complete system failure. Archive according to the following:
 - a. Items/information that are taken off line to be stored on CD's or other removable drives/devices as NACS (or members) have ability to purchase/upgrade. The storage devices used will need to be kept up to date with current technology.
 - b. There should be a minimum of two copies, preferably 3 copies of each disc. One to be kept by the by a person assigned to archive the records; one kept by their back up; and one should be kept by the current Secretary for ease of access by the Board and as the "official" record.
 - c. Each CD/backup disk created would also have a complete catalog for that disk.
 - d. It may even be worthwhile for someone to set up a safety deposit box for long-term storage of a copy of the archived CD's. Not sure how important it is to keep the information indefinitely.
 - e. When one of these three folks move on to other duties (i.e. quit, retire, get voted out) there needs to be an inventory of CD's and a record of transferring the CD's to the newly responsible person.

4 Editing Document for Posting

The Web Master, with the assistance of the NACS Board will appoint a member who will serve as the Newsletter Editor for information, but namely newsletters, prior to posting to the NACS-FSA website. The newsletters represent the image of the membership and therefore the importance of factual information written in a professional manner utilizing appropriate spelling and grammar is essential. Spelling of names and titles of agency officials must be correct. Abbreviations and acronyms will be spelled out for the first reference in a newsletter with subsequent references using the appropriate acronym.

The editor has authority to change, delete or modify any verbiage to the news content to make it meet the high quality and standards representing NACS.

E Web Site (con't)

5 Web Site Mailings

Group emailing will only be used to send messages to groups of members on issues that pertain to that particular membership group(s). Members without group email privileges may request their Zone Rep to send a message out on their behalf. See Exhibit 5-A for step by step instructions for completing mailings to individual members, the NACS Board, or other membership groups.

6 Basic Info

a ISP Provider

DowntownHost LLC
Toll Free: 1-877-DTH-OST1

b Address

1901 60th Place E.
Suite L2210
Bradenton, FL 34203

c Registered to:

Company / Domain: National Association of Credit Specialists
Address: 2145 Basin Street SW Ste A Ephrata, WA 98823 US
Phone: +1.5094310475
Billing Method: CC Batch

Hosting Package: Silver Plan
Billing Cycle: Annually
Start Date: 2008/03/19
Renewal Date: 2009/04/01

d Official NACS URL – <http://www.nacsfsa.net> or <http://www.nacsfsa.org>

e Domains

nacsfsa.net – registered with Downtown Host LLC, due annually \$15
nacsfsa.net – registered with Network Solutions, due in July 2009

f Website Space – 750 GB

g Annual Fee

Estimated at \$120 per year, due in April of each year, payable by credit card.

h File Structure

See Exhibit 5-B

E Web Site (con't)

7 Navigation and Layout

See Exhibit 5-C for navigation and layout of the web site.

8 Annual Updates

- a Member Profiles as needed
- b Update committee and board members Profiles
- c Check Member Listings against membership and correct as necessary
- d Begin pages for the 20__ (Current Year) Annual Report, set up template for 20__ (current Year) Annual report
- e Set up committee survey for the new year,
- f Archive /save historic documents as outlined in item this section.
- g Set up archive disk for year(s) that are removed from the site.
- h Update historic documents retrieval system for members
- i Set up slide show for current year Convention pictures
- j Update State President's Guide for 20__(current year)

Communications

Part 5 – Communications Exhibits

Title	Exhibit #
Web Site Mailings – Step by Step Guide	5-A
Web Site File Format	5-B
Web Site Navigation and Layout	5-C

Exhibit 5-A Web Site Mailings – Step by Step Guide

Email a Member

1. Login to the Web Site (www.nacfsa.net).
2. Select “**Membership Lists**”
3. Page defaults to the NACS Officers – click on the arrow in the select box on the right to choose a different list.
4. Insert the name of the individual in the box next to the spy glass and hit enter.
5. Click on the person’s name.
6. Roll the mouse pointer over “Messages” and then click “**Send Email**”.
7. Enter your subject and write your message.
8. When done, click on “**Send Email**”. Note the recipient’s email address is never visible to you.

Email the NACS Board

1. Login to the Web Site.
2. Select “**Email the Board**” under the Board menu link.
3. Enter **Subject**.
4. Type in your message in the text box to replace the instructions.
5. Click on the “**Yes**” next to “**Published**”.
6. Enter your name as the “**Sender**” and your email address for the “**Sender Email**” and “**Sender Bounce**”
7. To send an attachment – click on the “**Attachments**” link, then “**Browse**” on your computer for the desired file.
8. Set the “**Send date**” as 1 hour and 15 minutes into the future based on Eastern Standard Time. If it is 9:00 a.m. CST it is 10:00 a.m. EST. Set your send time as 11:15:00 a.m. The email will then be sent at 10:15 a.m. CST.
9. Click on “**Save Newsletter**” to send the email.

Email other Membership Groups

To email other membership groups such as a message to your Zone or to the entire membership, prepare your email and send it to your Zone Representative. The Zone Representative will then review/edit/approve the message and send it out on your behalf.

Help

Additional Help is available at the web site under “**How to use this Site**”.

Exhibit 5-B Web Site File Format

Files submitted for posting should be in the following formats:

Pictures – png – all pictures should be a resolution of 72 dpi and no larger than 800 x 600.

Newsletters – Word, email, or other text editor, PDF

Scanned/signed documents – PDF

Resolutions – PDF

Forms – PDF

Presentations – Power Point or PDF of slides

Preparing Documents for Web Site Posting:

1. Formatting: All original documents should be written with MS Word and formatted as follows:

- Font size: 12
- Font type: Times-new-Roman or Arial
- Formatting: normal (do not use heading, outline or any other formatting of your paragraphs. Bold, underline, or italic, is OK as is a larger font for the title of an article.
- Margins: Top 0.5in.; Bottom 1.0in.; Left and Right 0.75in.
- If preparing documents with the NACS letterhead, please use an appropriate document template from the Operating Manual.
- Page breaks may be modified for final publishing to make the document flow better from page to page. If you want specific page breaks in the final posting, please identify when you send the document.

2. Proof reading: Proof read your document before submission. Newsletters will be reviewed by the Newsletter Editor. Resolutions and other such documents will generally be posted as is.

3. Pictures: Pictures should be reduced in size as much as possible before inserting them into the Word document. If you cannot reduce them the Web Team can assist. The size of the document needs to be kept as small as possible to assist in download speed.

4. PDF Format: Convert to PDF format before, if possible, before sending the document as indicated above.

5. Signatures: Please scan the signature page of reports, resolutions, etc. and email us the corresponding PDF file. If you cannot scan, please send a copy of the signature page. A fax copy does not provide an acceptable quality for posting. Do not send originals to the Web Team – those stay with the Secretary.

6. Posting: Once the document has been posted, please take a few minutes to review it online and inform the Web Team immediately of any problems or errors before notifying the general membership.

Exhibit 5-B Web Site File Format

Page 2 of 2

Annual Report Process

1. **Formatting:** Please follow the above item 1 when preparing the specific pages for the Annual report. For online preparation, we use the Word Outline-function that automatically prepares the Table of Contents and numbers the pages. Thus it is critical that all formatting is in **Normal** type, **Times-new-Roman**. Do not use any **Headings** or any other type of paragraph format except bullets, numbering and indents.
2. **Outline:** If you are comfortable with preparing documents with the Outline function of Word, please let us know and we can send you the template for the Annual Report.
3. **Preparation timeline:** It is helpful if the individual pages of the report are sent as they are developed throughout the year. It allows us to prepare as we go instead of being crunched all at once in June.

Communications

Exhibit 5-C Web Site Navigation and Layout



PART 6 – REIMBURSEMENT POLICIES

A Annual Convention

1 Board Members

Board Members attending the annual convention shall be reimbursed at the rates shown and with documentation as specified on NACS-FSA Expense Voucher form Exhibit 6-A.

2 Committee Members

Primary members or designated individuals who perform as the primary member of the Farm Loan Programs, Farm Programs, Information Technology, Management/Personnel, Legislative Issues and Membership Committee during the NACS Annual Convention shall be allowed to claim a reimbursement. The amount of reimbursement and documentation required is shown on the NACS-FSA Expense Voucher form Exhibit 6-A. .

3 First Time Attendees

First time attendees are those members who are attending their first NACS National Convention held outside their home state.

a Budgeted Incentives

The reimbursement incentive rate for these members will be as determined by the NACS Board. The incentive rate will be announced by the Board prior to the National Convention registration deadline.

b Wunder Fund

The Wunder Fund financial assistance vehicle is the vision of Bruce Wunder. The intent of this fund is to assist first time NACS Members in attending the annual NACS Convention. Earnings only will be used in an amount determined by the NACS Board, upon recommendation by the Wunder Fund Management Committee, for disbursement to first time attendees.

B Zone Meeting

1 National President

The President will be reimbursed at costs not to exceed the amount reflected in the NACS-FSA Expense Voucher form Exhibit 6-A with accompanying documentation as specified.

2 Zone Representative

The Zone Representative will be reimbursed at costs not to exceed the amount reflected in the NACS-FSA Expense Voucher form Exhibit 6-A with accompanying documentation as specified.

3 State Presidents

The State President will be reimbursed at costs not to exceed the amount reflected in the NACS-FSA Expense Voucher form Exhibit 6-A with accompanying documentation as specified. The State President's travel vouchers for Zone meetings will only be paid if the State's dues are paid up to March 1st of the year.

Reimbursement Policies

C State Association Meetings

State or duly recognized associations are encouraged to conduct annual meetings. It is the objective of the NACS FSA President or his/her designee to attend a meeting in each state at least once every three years when feasible and justified by the objectives. To request NACS FSA representation at a state association meeting, the State President should submit a document or memo providing information similar to that shown in Exhibit 6-B to the NACS FSA President. The NACS FSA Board will review the budget, calendar, stated objectives and render a decision on a case-by-case basis.

D Other Expenses

Other expenses incurred by the NACS Board in the support of NACS official business will be claimed for reimbursement by use of the NACS-FSA Expense Voucher as shown in Exhibit 6-A with accompanying documentation.

Members performing legislative functions as authorized by the Legislative Committee and the NACS Board shall be eligible for reimbursement as determined by the adopted NACS budget and the NACS Board.

Reimbursement Policies

PART 6 – REIMBURSEMENT POLICIES - EXHIBITS

Title	Exhibit #
NACS-FSA Expense Voucher	6-A
Request for NACS Representation at State Meeting	6-B

Reimbursement Policies

Exhibit 6-A NACS-FSA Expense Voucher

NACS-FSA EXPENSE VOUCHER

NAME:			
HOME ADDRESS:			
EMAIL:		PHONE:	
OFFICE ADDRESS:			
TRAVEL DETAILS			
PURPOSE:			
TRAVEL DATES: -			
POSITION HELD FOR REIMBURSEMENT:			
TRANSPORTATION			
ROUND TRIP PLANE TICKET COST:	=		
TRIP MILES CLAIMED: ()miles x \$0.25	=		
SHUTTLE SERVICE ROUND TRIP (from Airport to Hotel and Back):	=		
AIRPORT PARKING FEE:	=		
COMMENTS:			
TOTAL TRANSPORTATION:			A \$
LODGING			
DATES: -			
NO. NIGHTS ()X COST PER NIGHT incl. tax	=	\$/ share*	
TOTAL LODGING:			B \$
<small>*100% if shared with a NACS member or family/friend, otherwise your % of room (Enter as decimal)</small>			
MISC. EXPENSES (Postage, Supplies, Misc.)			
DATES OF SERVICES:			
ITEM DESCRIPTION	COST		
1.			
2.			
3.			
4.			
5.			
TOTAL MISC. EXPENSES:			C \$
FINAL CLAIM AMOUNT			
TOTAL ALL EXPENSES (Item A + B +C):			D \$
TOTAL AMOUNT CLAIMED (Adjusted by maximum allowances)			
Maximum Allowances:			
-Zone Meetings - \$300.00 for State Representation and the Zone Representative.			
-NACS National Convention- \$400.00 for Committee Members attending the NACS National Convention.			
-\$500.00 for National Board members attending the NACS National Convention .			
-Up to \$200 for First Time Attendees.			
The National President shall travel by the most economical means and be reimbursed for actual costs. Maximum transportation is no more than \$0.25 per mile.			
			E \$

CLAIMANT'S SIGNATURE _____ DATE _____

RECEIPTS FOR AIR TRAVEL, MOTEL/HOTEL LODGING, SUPPLIES, POSTAGE AND MISC. MUST BE ATTACHED FOR REIMBURSEMENT (excl 1st time attendees and Zone State Representation). PAYMENT RATES AS APPROVED BY THE NACS BOARD.

VOUCHER APPROVAL/PAYMENT				
APPROVED:		DATE:	DATE PAID:	
CHECK NO.		AMOUNT PAID:	F	\$

Reimbursement Policies

Exhibit 6-B Request for NACS Representation at State Meeting

Page 1 of 1

REQUEST FOR NATIONAL BOARD MEMBER ATTENDANCE

The _____(State or Name of Duly Recognized Association)_____, annual meeting will be held in _____(City)_____, _____(State)_____ on _____(Date)_____, 20____. Attached for your convenience is a copy of the:

- Agenda
• Registration Information
• Hotel address and telephone number
• Information on available transportation, etc.

We would like to invite _(Name of Board Member)_____ or another member of the NACS FSA Board attend our annual convention. Following is a list of issues that are of particular concern to the members that we would ask a representative of the board to address:

We anticipate having _____ members and _____ prospective members in attendance. The last time that the NACS President or Board member spoke at our meeting was 20____. Our primary objectives for having a NACS Board Member attend are: _____

The state or duly recognized association of credit specialists will cover the following fees or expenses associated with having a board member attend the meeting:

Table with 2 columns: Description of Expense Item, Estimated Cost

We are asking NACS FSA board to approve expenditure to cover the remaining costs, which we estimate to be:

Table with 2 columns: Description of Expense Item, Estimated Cost

_____(Signature)_____
_____(State or Name of Association)_____, President

PART 7 – AWARDS

A Ray Turknnett Blood, Sweat and Tears Award

1 Overview

This award is named in honor of our founding and then longest serving President. It is considered the most prestigious award presented by NACS. The immediate past president reviews the nominations made by the NACS Board particularly from each respective Zone Representative, makes the selection of the recipient. The award is based on the recipient's service to NACS and it's members.

2 History

Listed below are the honorees since the inception of this award:

YEAR	NAME	STATE
1977	Loren A. Nelson	Idaho
1978	Kenneth L. Krieg	Nebraska
1979	Paul W. Hill	West Virginia
1980	James R. Berry	Maine
1981	R. Anthony Rickett	Ohio
1982	Arne A. Orvedal	North Dakota
1983	Charles J. Schaefer	North Dakota
1984	James L. Cox	Missouri
1985	Robert J. Rimington	Illinois
1986	Richard Brassfield	California
1987	Norbert L. Soltwedel	Illinois
1988	Richard T. Floyd	New Mexico
1989	Hugh A. Clark	North Carolina
1990	Ray Bartholomew	Kansas
1991	Robert Shearer	Iowa
1992	Tom Dixon	North Carolina
1993	Larry Lawson	Illinois
1994	Charlie Crane	New Mexico
1995	Clayton Ketcham	Montana
1996	Gary Mersinger	Illinois
1997	Jim Monroe	Michigan
1998	Tanya Reeck	Washington
1999	William Mahanay	Kansas
2000	Spencer Larson	North Dakota
2001	Betsy Senter	South Dakota
2002	Everett Purrington	Washington
2003	Millie Turner	Pennsylvania
2004	Darren Metzger	Ohio
2005	Denise Lickteig	Nebraska
2006	Helena Pitcock	Kentucky
2007	Kim DePasquale	Virginia
2008	Eric Guenther	Kansas
2009	Bob Parris	South Carolina
2010	Mark Drewitz	Minnesota
2011	Scott Bown	Utah

Awards

3 Nomination

Any member may nominate someone for the Blood, Sweat and Tears Award. Refer to Exhibit 7-A Nomination for Ray Turknett Blood, Sweat and Tears Award.

Awards

B Honorary Membership

1 Overview

Article III, A. 4 of our Constitution states that Honorary Membership shall be bestowed to “any person who the Board of Directors shall recommend and receives a two thirds vote from the official delegates at the annual meeting.”

2 History

Listed below are the honorees since the inception of this award:

Honorary Members	Year Selected
Douglas Young	1977
Robert Lang	1977
Donald Downing	1979
Phil Gerald	1979
Clarence Squellati	1980
Keith Smalley	1980
Allan Brock	1980
Paul Hill	1986
J.C. Kirk	1988
Robert J. Rimington	1992
Ronnie O. Tharrington	1992
James R. Berry	1992
Norbert L. Soltwedel	1993
Clayton Ketcham	1993
Carolyn Cooksie	1997
Eric Guenther	2003
Bruce Wunder	2005
Elisabeth (Betsy) Senter	2006

3 Nomination

Any member may nominate someone for Honorary Membership. Refer to Exhibit 7-B Nomination for Honorary Membership.

Awards

C Retired Lifetime Members

Listed below are the retired lifetime members:

Lifetime Members	State
Charles Crane	New Mexico
Meriam McMullen	New Mexico
Glen Richter	Illinois
Norbert Soltwedel	Illinois
Don Van Vliet	Pennsylvania
Joe D Austin	North Carolina

D Man Mile Recognition

The Secretary will compile the distance traveled by members to the annual convention. The State with the most miles traveled will be duly recognized.

E Special Recognition

The Board may recognize members and non-members for special acts in assisting NACS and furthering NACS objectives. The type of award/recognition will be as determined by the NACS Board. Members wishing to make a recommendation should complete information as per Exhibit 7-C.

F Award Plaque Supplier

Hasty Awards
2125 Jackson Rd
Ottawa, KS 66067
Telephone: 800-448-7714
Fax: 785-242-5342
Email: hasty@hastyawards.com

Awards

PART 7 – AWARDS EXHIBITS

Title	Exhibit #
Nomination for Ray Turknnett Blood, Sweat & Tears Award	7-A
Nomination for Honorary Membership	7-B
Nomination for Special Recognition	7-C

PART 8 – LEGISLATIVE ACTIVITIES

A Overview

Member interests are represented to policy makers, legislative contacts and other necessary parties to further the objectives of the Association as identified in the constitution (Part 1, C). The NACS Board, the Legislative Issues Committee, members, and the Legislative Consultant are integral parts in these actions. The basis for legislative activities are the resolutions brought forward by members and adopted at the annual meeting as well as other issues as identified by the NACS Board that may arise between annual meetings.

B NACS Board

1 Responsibilities

- a Review adopted legislative resolutions
 - (1) Prioritize issues
 - (2) Identify key issues to act upon
 - (3) Develop policy & strategy recommendations
- b Add additional issues that come up during the year
 - (1) Reprioritize as necessary
 - (2) Adjust policy and strategy
- c Review monthly reports of the Committee
 - (1) Assess activities
 - (2) Reprioritize as necessary
 - (3) Provide guidance on policy and strategy
 - (4) Assess effectiveness of actions
- d Assist in recruiting members for contacts with legislators, national office staff or other parties
- e Participate in meetings/discussions with the Legislative Consultant & Committee as necessary.
- f Obtain general membership input as needed as issues arise
- g Annually assess the effectiveness of activities and report to the National Convention

2 Reports to Membership

Reports are to be provided to members at Zone Meetings, National Conventions, in newsletters and at other times as necessary.

C Legislative Issues (LI) Committee

1 Duties and Responsibilities

The LI Committee will perform the functions and responsibilities as outlined in Part 2, C.

2 Reports

- a Activities carried out and effect
- b Effectiveness of the Legislative Consultant
- c Recommendations for improvements in Legislative Activities
- d Monthly to the NACS Board
- e Final Annual Due at Annual Convention

D Members

1 Submission of Issues

- a Members shall use the Resolution Process as outlined in Part 4 for issues of a non-urgent nature.
- b Members shall contact their Zone Rep, the Legislative Committee or other member of the NACS Board for issues of an immediate nature.
- c Members should not contact the Legislative Consultant directly, unless requested by the NACS Board or Legislative Committee.

2 Member Legislative Contacts

Member activity on legislative issues and contacts must be on the members own time, personal email, personal computer and other equipment. Members may not use their government position title or government resources of any kind. Members should seek guidance and assistance from the Legislative Committee when contemplating or making legislative contacts.

E Legislative Consultant

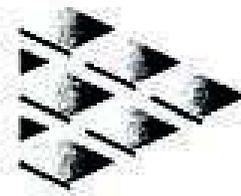
The Legislative Consultant, if engaged, will carryout activities and actions as determined by agreement as negotiated and ratified by the NACS Board and the consulting firm. See Exhibit 8-A for a copy of the current agreement.

Legislative Activities

PART 8 – LEGISLATIVE ACTIVITIES EXHIBITS

Title	Exhibit #
Legislative Consultant Contract	8-A

Exhibit 8-A Legislative Consultant Contract



McALLISTER & QUINN™

Winning Strategies. Proven Track Record.

1225 15th Street, NW, Suite 900 West | Washington, DC 20005 | phone (202) 798-8741 | fax (202) 298-8791

January 31, 2012

Maureen Maubach
President
National Association of Credit Specialists
117 E. Street
David City, NE 68632

Dear Maureen:

Thank you for allowing me to assist the National Association of Credit Specialists (NACS) in achieving your objectives in Washington. The purpose of this letter is to codify the terms and conditions under which you will utilize the services of McAllister & Quinn.

I will have primary responsibility for overseeing the performance of the legislative work contemplated by this engagement. In order to promote the most effective delivery of services, I will assign matters internally to other McAllister & Quinn staff whom I believe can best perform the task at hand. I will however be responsible for addressing any questions that you may have about the manner in which McAllister & Quinn is handling your affairs.

McAllister & Quinn will be paid a monthly retainer of \$5,000 per month commencing January 1, 2012 and terminating December 31, 2012. The terms and conditions of this engagement will continue into calendar year 2013 on a month to month basis until either a new engagement letter is signed or NACS decides to terminate its use of the legislative services of McAllister & Quinn.

In addition, we will bill you for routine expenses such as delivery services, travel expenses and the like. These expenses are typically nominal and are included on the statement for the month that they are entered into our billing system. Additionally, I will contact you in advance and seek your approval if I anticipate any single expense exceeding \$250.

We bill our clients monthly and request payment within 30 days of when the client receives the invoice. We reserve the right, upon notice to you and consistent with our professional obligations, to suspend or terminate work in the event timely payment is not made.

Exhibit 8-A Legislative Consultant Contract (con't)

In signing this letter you will be indicating your agreement to the fee schedule described herein and will be authorizing us to perform legislative services for you on the terms set forth herein.

We look forward to continuing to represent you. Should you have any questions about our practices and procedures please let us know as soon as possible.

Sincerely yours,

McAllister & Quinn, LLC

By: 
ANDREW QUINN

AGREED AND ACCEPTED:

By: 
Title: President
Company: NACS/ISA
Date: 2/15/12

MCALLISTER & QUINN

1000 15th Street, NW, Suite 800 West | Washington DC 20005 | phone (202) 398-0141 | fax (202) 398-0797 | www.jmqa.com