

Regional Representatives

The NACDEP Regional, 1994 and 1890 Representative positions are two-year terms that begin at the Annual Meeting. The terms are staggered so that new representatives are elected each year in half of the positions. There are four geographic regions that were established with the same boundaries as the USDA Rural Development Center regions, West, South, North East and North Central. In addition, there are two positions representing additional NACDEP populations; 1994 Tribal Colleges and Universities and 1890 Historically Black Land Grant Universities. The Representatives participate in Executive and Board meetings as voting members and are responsible for serving as liaisons between the NACDEP Board and their geographic or institutional members.

Role of the Regional Representatives

The role of Regional Representatives is to serve as a liaison between members of their respective regions/institutions and the Executive Committee and its officers. Specific responsibilities include:

- Shall bring to the Executive Committee's attention and advocate for: emerging professional development needs; possibilities for national and regional conference sites and related programs; networking opportunities with other Extension-affiliated and non-Extension professional associations; and particular concerns of the regional membership related to NACDEP policies, programs, or procedures.
- Will participate on the Conference Planning Committee when annual conference is in their region
- The current representative will host an orientation with the incoming regional representative within 30 days of taking office. The orientation may be face-to-face or by conference call.
- Will assist the President in recruiting NACDEP members to serve on NACDEP and JCEP committees.
- Are expected to actively recruit members to volunteer for both standing and special committees upon request by a committee chair and/or President.
- Are expected to communicate with their members at minimum quarterly.
- Make region-specific contributions to NACDEP's newsletter and assist in recruiting for new members.
- Will submit a written report prior to the Board of Directors monthly meeting.
- Will recruit award reviewers from the region and encourage national award nominations from their respective regions.

Duties

Communications Activities

- Communicate with members through newsletters and other means of communication.
- Provide monthly reports to the NACDEP Board, filed through Memberclicks on www.nacdep.net.
- Document attendance and minutes of any NACDEP regional or institutional meetings that are held at the Annual Meeting, other conferences or via teleconference.
- Maintain a contact list for active members in their assigned region or institutions.
- Provide regional content for the quarterly NACDEP newsletter.
- Communicate with representatives via Memberclicks.

Coordination Activities

- Work with the Recognition Committee in providing representatives for award selection.
- Encourage members to participate in award nominations, committees, conferences and professional development.

Membership Activities

- Work with the Management Firm to update the regional membership lists.

Supporting State Chapters

- Provide guidance to members interested in chartering NACDEP chapters at the state level.
- Review state chapter applications and forward them to the NACDEP Board for approval.

Management Firm Support Provided

- Posting and maintaining records.
- Managing the member database, membership renewals, dropped members, and prospective members (ensures eligibility to vote).
- Preparing election and membership reports for the Board.

Schedule

Annual Conference

- Develop and circulate the regional meeting agenda prior to the conference.
- Hold a regional meeting at the Annual Meeting
- Sign Conflict of Interest Form

Throughout the Year

- Attend monthly board meetings
- Provide a written update to the Board prior to the meeting
- Participate as a voting member
- Communicate with members at least quarterly through a newsletter September (Board Retreat)
- Participate as a voting member

Leading up to the Conference

- Prepare for changeover to new representative, if current term is concluding
- Senior representative will provide an orientation to the new representative and share membership lists and records.