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| **President** | **President-elect** | **Past-president** | **Treasurer** | **Executive Director** | **District Vice Presidents**  |
| Attend SDACTE Board Meeting at end of summer conference | National Conference Stipend Application sent to members | Attend the Ag Education Executive Committee meeting | Solicit memberships from non-members | Solicit and/or write articles for the newsletter | Each District Chairperson or Vice-Chairperson shall be responsible for conducting the business of the association within the district. |
| Communicate between SDACTE board and SDAAE members | Attend Region 3 conference | Attend Region 3 conference | Order name badges for officers  | Make recommended changes to By-laws and constitution from conference (district reports). | Solicit auction and door prize items for conference. |
| Attend SDACTE Board Meeting – September – (Chamberlain) | Send stipend award winners to Exec. Treasurer | Attend NAAE Conference. | Attend Region 3 conference (when hosting) | Maintain website  | Attend the 2 SDAAE Board meetings |
| Send membership reminders/updates about what is going on in the association. (Monthly…) | Attend NAAE Conference. | Order refreshments for spring meeting (sponsored by College of Ag/Bio) | The Executive Treasurer shall receive, and under the direction of the Board of Directors, hold for safekeeping, or expend any funds as ordered by the Board of Directors and keep an exact account of receipts and expenditures with vouchers for all expenditures. | Summer conference planning |  |
| Attend SDACTE Board Meeting – October – (Chamberlain) | National Policy Seminar in Washington, D.C. | Serve on SD FFA Nom Com | Create and maintain a financial budget to be used each year. | Prepare program for SDAAE awards banquet. |  |
| Attend Region 3 conference | Region 3 Stipend Applications send out to Members |  | Collect dues and maintain membership. | Order association awards for summer conference. |  |
| Summer conference planning with Executive Director  | Send stipend award winners to Exec. Treasurer |  | Pay bills / reimbursements as due from President | Invite past-presidents to awards banquet at conference |  |
| Attend NAAE Conference. | The President-Elect shall be responsible for seeing that the Association's program of work is carried out;  |  | Attend State Conference and Spring meeting to present budget and reports, and collect memberships. | Reminder to members on award applications |  |
| Solicit “Spotlight Stories” from members to distribute to legislative committee (Dec) | Serve as the overall chairperson of the committee structure  |  | Book National Policy Seminar airfare and registration – president or president elect must attend, decide | Arrange for judging award applications and send to NAAE |  |
| Attend SDACTE Board Meeting –December – (DDN) | Conduct meetings of the Association and Board of Directors in the absence of the President |  | Line up Thank you list for conference, etc. | Prepare agenda for summer meeting (conference) |  |
| Prepare agenda for spring meeting (state convention) | Prepare minutes from summer conference for presentation by secretary at spring conference. |  |  | Line up Thank you list for conference, etc. |  |
| Attend and Present State report at Regional conference | Reflections at summer conference and awards dinner.  |  |  | Serve as editor of the Ag Educator (newsletter) |  |
| Plan summer conference schedule. | Reflections at spring meeting. |  |  | Take picture for archives |  |
|  | Attend June SDACTE Board Meeting |  |  | Prepare program for SDAAE awards banquet. |  |
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