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| **I. PROFESSIONAL LEADERSHIP & SERVICE** |  |
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| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Strive for 100% membership in ACTE, NAAE, and SDAAE | a. Collect dues as a package prior to or  during Summer Conferenceb. Promptly follow up on any instructor  not attending Summer Conference | SDAAE Executive TreasurerSDAAE Executive Treasurer |
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| 2. Keep membership informed | a. Use newslettersb. Reports at conference and spring meetingsc. Invite national officers to attend conference and/or spring meetings | Editor SD AG-EDUCATORSDAAE Officers/Comm ChairsSDAAE President |
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| 3. Officers to attend Region III Leadership Conference | a. Encourage all State Officers and District  Chairpersons to attendb. State Association to pay conference registration and expenses including  travel and dual occupancy | SDAAE Officers andDistrict ChairpersonsSDAAE Executive Treasurer |
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| 4. Ten-Year Club | a. Members to be inducted when eligibleb. Hold meetings at Conference once a yearc. Maintain records of membershipd. Maintain current brochure and/or  pictures of the group as needed | SDAAE Executive Treasurer |
| SDAAE President to schedule |
| SDAAE Executive Treasurer |
| OCCTE AFNR Representative/ |
|  SDAAE Exec. Treasurer |
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| 5. Honorary Members | a. Select individuals for honorary membershipwith nominations being made by districtsat annual SDAAE Summer conference and finalized at Spring SDAAE Meeting | SDAAE Members & Officers |
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| 6. NAAE Creeds | a. Present all first year teachers with  a framed copy of the Creed at  Summer Conference | Teacher Education Staff / Executive Treasurer |
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| 7. Honor Award for perpetuating Ag Ed Teachers | a. Each instructor submit a list of former students now teaching agricultureb. Present Teacher of Teachers Award  at Summer Conference | SDAAE MembersSDAAE President |
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| 8. Recruitment of teachers | a. Invite junior and senior members of Ag Ed Club to Spring and Summer Conference meetings | SDAAE President Teacher Education Staff |
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| 9. New or out of state teachers | a. Have an SDAAE sponsored pre-service/ in-service sessionb. Include coverage of SD record books,  forms, state activities, etc. | SDAAE President to scheduleSDAAE Officers and OCCTE AFNR Representative |
| 10. SDACTE Awards | a. Have district nominees in all SDACTE  award areas when applicableb. Provide certificates to agriculture division applicantsc. Provide list of previous award participants in each district packet | SDAAE MembersSDAAE President |
| SDAAE Officers |
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| **II. PROFESSIONAL IMPROVEMENT AND PROGRAM IMPROVEMENT** |
| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Teachers Insurance Program, Liability, Hospital, Medical, Auto, and Life insurance. | a. Inform teachers of present coverage  available through SDEA, ACTE, and NAAE b. Work with NAAE, SDACTE, and ACTE  for a complete program | Editor SD AG-EDUCATORSDAAE Officers |
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| 2. Ag Ed Teacher's Problems | a. Establish standards for a full teaching  loadb. Evaluate teacher loadsc. Salary commensurate with extra summer work loadd. Salary based on professional basise. All teachers be compensated for expenses at summer conference by school district | OCCTE AFNR RepresentativeOCCTE AFNR RepresentativeOCCTE AFNR RepresentativeOCCTE AFNR RepresentativeOCCTE AFNR Representative |
| 3. Teacher Communication | a. Work toward modern communication system | SDAAE Officers and Members |
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| 4. School District Reorganization | a. Become acquainted with problems of district reorganizationb. Become familiar with multi-district organizations | SDAAE MembersSDAAE Members |
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| 5. Ag Ed Teachers' Scholarships | a. Compile a list of scholarships availableb. Establish new scholarship programsc. Provide a list of scholarships available to teachers | Teacher Education StaffSDAAE Executive CommitteeTeacher Education Staff/ OCCTE AFNR Representative |
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| 6. Salary Schedule | a. Work actively to establish and/or maintain an extended contract for  summer employment | SDAAE Members andState Ed. Program Rep  |
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| 7. Exchange of Ideas | a. Conduct Ideas Unlimited program at  Summer meeting.b. Write articles for publication in SD AG-EDUCATOR & other publicationsc. Secure prize sources for winners in each divisiond. Have Ideas Unlimited entry in Region III competition each year | SDAAE Officers/ Teacher Education StaffSDAAE Members & Editor ofSD AG-EDUCATORTeacher Education StaffState Ideas Unlimited winner |
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| 8. Fellowships and Scholarships to Agriculture Education Teachers | a. Publish fellowships and scholarships  available in newsletters  | SDSU Teacher Education Department |
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| 9. Encourage In-Service Training | a. In-service meetings provided by commercial concerns and State University specialized personnelb. Encourage enrollment in on-campus  and off-campus extension courses  during fall and spring semestersc. All Ag Ed teachers in attendance at summer conference and other sites when in-service training is givend. Promote the use of audio visuals to encourage professional developmente. Encourage Ag Ed teachers to attend summer school to obtain Masters of Education with emphasis in Ag Edf. Certificate renewal credit should be given whenever possible for in-service training | OCCTE AFNR Representative & SDSU Teacher Education DepartmentOCCTE AFNR Representative & SDSU Teacher Education DepartmentPre-service/In-service CommitteePre-service/In-service CommitteePre-service/In-service CommitteeOCCTE AFNR Representative to arrange |
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| 10. Encourage college credit be given for work in special schools | a. Encourage that credit be given for schools, conferences, workshops, etc. | Teacher Education Staff and |
| OCCTE AFNR Representative |
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| 11. Send association officers to regional and national meetings | a. Association provide funds, if available, for SDAAE officers to attend Regional III Summer Leadership Conference each yearb. Association provide funds, if available, for SDAAE Officers to attend the NAAE  Conventionc. Encourage SDAAE officers to obtain funds from their school for professional travel if possible | SDAAE Executive TreasurerSDAAE Executive TreasurerSDAAE Executive Treasurer |
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| 12. Teacher Placement and Employment | a. Provide a list of department openings  to all present teachers | Teacher Education Staff / OCCTE ANFR Representative |
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| **III. PUBLIC RELATIONS AND COMMUNICATIONS** |
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| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Promote news coverage of FFA, and SDAAE events | a. Encourage preparation of news items and pictures to be sent out during special eventsb. Encourage all members to write articles on local activitiesc. Encourage participation in radio and TV programsd. Present the annual report of publicity and programs of work to SDAAE & NAAEe. Have delegates give a report to the members on NAAE Conventionf. Encourage contacting radio and TV stations and daily newspapers in advance of important events to get better news coverageg. Schools with a TV coverage area cooperate to get a program on that station and advertise Ag Ed as well as FFA & PASh. Take the initiative in presenting materials for publication and news release and don't wait for the media to come to you |  Editor SD AG-EDUCATOR Editor SD AG-EDUCATOR Editor SD AG-EDUCATORSDAAE SecretaryNAAE Delegates (SDAAE Officers)Editor SD AG-EDUCATORSDAAE MembersSDAAE Members |
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| 2. 30 Minute Club Certificates | a. Encourage all members to write articles for publicationb. Present 30-Minute Club certificates at the annual SDAAE Summer Conferencec. Encourage each district to get at least one new member each year | Editor SD AG-EDUCATOREditor SD AG-EDUCATOR/ SDAAE PresidentEditor SD AG-EDUCATOR |
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| 3. Newsletter | a. Keep members informed of state, national, and local activitiesb. Additional issues to be published when necessaryc. Keep superintendent informed of local program of work and its progressd. Keep superintendent informed of state program of work and its progresse. Stress cooperation with entire school facultyf. Cooperate with farm organizations,  agencies, and civic groupsg. Publish three times a year and email out | Editor SD AG-EDUCATOREditor SD AG-EDUCATORSDAAE MembersSDAAE MembersSDAAE MembersSDAAE MembersEditor SD AG-EDUCATOR OCCTE AFNR Representative |
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| 4. American Agriculture Day | a. Encourage activities in each town with a Ag Ed Department | SDAAE Members |
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| 5. Sponsor Recognition | a. Strongly recommend that all SDAAE | SDAAE Executive Committee |
|  |  members write and thank all sponsors |  |
|  |  for their help in all NAAE & SDAAE activities |
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| 6. Materials for use in preparing and determining curriculum | a. Provide a list of sources/authors and publishers of Ag Ed/Agribusiness material | Teacher Education Staff |
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| 7. Change in curriculum  | a. Keep above materials list currentb. Maintain list of current material developed out-of-state which has practicability here | Curriculum CommitteeCurriculum Committee |
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| 8. Book list and visuals be correlated with the curriculum developed by Teacher Education Staff | a. Refer to teacher education staff for  correlation with the curriculum developed | Teacher Education Staff |
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| 9. Print and distribute convention minutes to SDAAE members | a. Secure copies of reports givenb. Distribute to each member | SDAAE SecretarySDAAE Secretary |
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| 10. Print and distribute SDAAE Constitution | a. Provide a copy for new instructors or schools which do not have a copy  | SDAAE Secretary |
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| 11. Provide a listing of all SDAAE Executive Committee members | a. Copies to be emailed to each member | SDAAE Secretary |
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| 12. Provide members with a copy of the Program of Work | a. Have districts prepare Program of Work activities and submit for approval b. Distribute one copy to each member  every three years and one copy to each  new instructor entering the profession | SDAAE Secretary/CommitteeSDAAE Secretary |
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| 13. Use official NAAE materials | a. Use in correspondence, letterhead, etc.b. 5, 10, 15, 20, 25, 30, 35, 40, 45 year pins furnished by SDAAE | SDAAE Officers and MembersSDAAE Executive Treasurer |
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| 14. Encourage support of agricultural education by state and national organizations | a. Cooperate with agricultural organizations, agencies, and civic groups on the local, state, and national levelb. SDAAE Executive committee contact and encourage agricultural organizations to adopt resolutions of support for agricultural education on the local, state, and national levels of their organizations | SDAAE MembersSDAAE Members |
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| 15. Recruitment of Ag Educators at the College Level | a. Include Ag Ed and Collegiate FFA in all State FFA & PAS Activitiesb. Recruit other Ag majors into the Ag Ed field | State FFA AdvisorTeacher Education Staff |
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| 16. Maintain a Website | a. Maintain a website and maintain a link from State Ag Ed website or ACTE website. Update as necessary. | SDAAE Officers |
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| **IV. PROFESSIONAL MEMBERSHIP AND RELATIONS** |
| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Cooperate in holding state ACTE meetings | a. Promote 100% membership and participation of membersb. Hold meetings as needed during the SDACTE Convention | SDAAE Executive CommitteeSDAAE Officers |
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| 2. Cooperate with ACTE for a stronger coordinated program in Career and Technical Education | a. Continue to plan and work with other divisions of Career and Technical Education | SDAAE Officers |
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| 3. Cooperate with other Ag Education organizations for a stronger coordinated program in AgriculturalEducation | a. Continue to plan and work with such entities as The Council and other members in Team Ag Ed | SDAAE Officers |
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| 4. Report State Conference activitiesto all members | 1. Distribute reports to all members

b. Provide reports of delegates to SDSU  Education Department for use by Senior Ag Ed students | SDAAE Secretary/ SD Ag Educator EditorSDAAE Secretary |
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| 5. Send delegates to NAAE Convention | a. SDAAE Officers or their representatives, to attend NAAE Convention b. State Association to pay expenses not covered by any SDACTE stipend or local school districtsc. Represent SDAAE at NAAE Conventiond. Represent SDAAE at ACTE Convention | SDAAE OfficersSDAAE Executive TreasurerSDAAE OfficersSDAAE Officers |
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| 6. SDAAE Leadership Handbook | a. Update yearlyb. Distribute to all members | SDAAE OfficersSDAAE Officers |
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| **V. GOVERNMENTAL RELATIONS AND LEGISLATIVE INVOLVEMENT** |
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| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Interact with government and legislative bodies in such a manner as to assure support for Career and Technical Education | a. Communicate with local and state elected officials during the FFA Legislative Breakfastb. Invite legislators to local FFA, PAS,  and Agricultural Education functions | SDAAE MembersSDAAE Members |
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| 2. Have an effective means of gatheringand dissemination of legislative, NAAE, and FFA, information | a. Have SDAAE designate monitor state legislative activity and serve as a liaison with state legislative officialsb. Use a email network to disseminate information to membersc. Include current, pertinent information related to legislation on S.D. AgEd website | Legislative Committee  ChairpersonSDAAE MembersLegislative Committee  Chairperson |
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| 3. Maintain and develop a working relationship with Agri-business | a. Involve area agri-business and industry people in curriculum development and presentationb. Recognize agri-business people for  contributions, ie: curriculum materials, etc. | SDAAE MembersSDAAE Members |
| and Industry |
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| 4. Strengthen ties with other educational groups (ie: NEA, SDEA) | a. Encourage open communication between | SDAAE Members |
|  Groups |  |
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| 5. Pursue and strengthen seamless articulation from K-12, technical, academic education | a. Encourage open communication between groupsb. Involve SDAAE members through  committees & legislative activities dealing with articulation  | SDAAE Executive Committeeand membersSDAAE Executive Committeeand members |
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| **VI. AGRICULTURE/AGRIBUSINESS RELATIONS** |  |
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| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
|  |  | SDAAE Members |
| 1. Help industry and business in an advisory capacity in preparation ofteaching materials and work toward standardization of materials |  a. cooperate with business and industry in  an advisory capacity in the preparation of teaching materialsb. SDAAE secure materials from  commercial and other agencies for  evaluationc. Invite ag/agribusiness representatives  to attend SDAAE convention  | SDAAE Members |
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| SDAAE MembersSDAAE Officers |
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| 2. Encourage business and industry to display products and services during Summer Conference | a. Contact business and industryb. Locate and provide suitable space for exhibitsc. Allow time for demonstration and observation by conference participantsd. Solicit and encourage business and industry to contribute to the FFA Foundation e. Encourage local Ag Ed instructors to personally extend appreciation to business and individuals who support SDAAE and Agricultural Education | SDAAE OfficersSDAAE OfficersSDAAE OfficersSDAAE MembersSDAAE Members |
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| 3. Teacher Recognition Awards | a. Members enter Outstanding Ag Ed Teacher Award competitionb. Members enter Outstanding Young Member Award competition c. Members enter Outstanding Program  Award competitiond. Members enter Outstanding Postsecondary All-Star Team Award competitione. Members enter Ideas Unlimited competitionf. Members enter the Teachers Turn the Key  Programg. Nominate members for SDACTE/ACTE awards s  | SDAAE MembersSDAAE MembersSDAAE MembersSDAAE MembersSDAAE MembersSDAAE MembersSDAAE Members |
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| 4. Recognize agriculture and agribusiness organizations for their support of SDAAE |  a. Provide a plaque and recognition to  supporters of SDAAEb. Evaluate and make recommendations to SDAAE members for the award areas c. Encourage local Ag Educators to personally extend appreciation to businesses and individuals who support the SDAAE and Agriculture Education Agriculture Education | SDAAE Executive Treasurer |
| SDAAE Officers |
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|  | SDAAE Members |
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| 5. Encourage SDAAE Officers to see representation at local agribusiness annual meeting | a. Contact members in proximity of meeting sites to attend as SDAAE representative  | SDAAE Officers |
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