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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 Conference  b. Promptly follow up on any instructor  not attending Summer Conference | SDAAE Executive Treasurer  SDAAE Executive Treasurer |
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| 2. Keep membership informed | a. Use newsletters  b. Reports at conference and spring meetings  c. Invite national officers to attend  conference and/or spring meetings | Editor SD AG-EDUCATOR  SDAAE Officers/Comm Chairs  SDAAE President |
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| 3. Officers to attend Region III Leadership Conference | a. Encourage all State Officers and District  Chairpersons to attend  b. State Association to pay conference  registration and expenses including  travel and dual occupancy | SDAAE Officers and  District Chairpersons  SDAAE Executive Treasurer |
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| 4. Ten-Year Club | a. Members to be inducted when eligible  b. Hold meetings at Conference once a year  c. Maintain records of membership  d. 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 membership  with nominations being made by districts  at 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 agriculture  b. Present Teacher of Teachers Award  at Summer Conference | SDAAE Members  SDAAE 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 session  b. Include coverage of SD record books,  forms, state activities, etc. | SDAAE President to schedule  SDAAE Officers and  OCCTE AFNR Representative |
| 10. SDACTE Awards | a. Have district nominees in all SDACTE  award areas when applicable  b. Provide certificates to agriculture  division applicants  c. Provide list of previous award participants in each district packet | SDAAE Members  SDAAE 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-EDUCATOR  SDAAE Officers |
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| 2. Ag Ed Teacher's Problems | a. Establish standards for a full teaching  load  b. Evaluate teacher loads  c. Salary commensurate with extra  summer work load  d. Salary based on professional basis  e. All teachers be compensated for  expenses at summer conference by  school district | OCCTE AFNR Representative  OCCTE AFNR Representative  OCCTE AFNR Representative  OCCTE AFNR Representative  OCCTE 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 reorganization  b. Become familiar with multi-district  organizations | SDAAE Members  SDAAE Members |
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| 5. Ag Ed Teachers' Scholarships | a. Compile a list of scholarships available  b. Establish new scholarship programs  c. Provide a list of scholarships  available to teachers | Teacher Education Staff  SDAAE Executive Committee  Teacher 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 and  State 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 publications  c. Secure prize sources for winners  in each division  d. Have Ideas Unlimited entry in  Region III competition each year | SDAAE Officers/  Teacher Education Staff  SDAAE Members & Editor of  SD AG-EDUCATOR  Teacher Education Staff  State 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 personnel  b. Encourage enrollment in on-campus  and off-campus extension courses  during fall and spring semesters  c. All Ag Ed teachers in attendance at  summer conference and other sites  when in-service training is given  d. Promote the use of audio visuals to  encourage professional development  e. Encourage Ag Ed teachers to attend  summer school to obtain Masters  of Education with emphasis in Ag Ed  f. Certificate renewal credit should be  given whenever possible for in-service  training | OCCTE AFNR Representative & SDSU Teacher Education Department  OCCTE AFNR Representative & SDSU Teacher Education Department  Pre-service/In-service Committee  Pre-service/In-service Committee  Pre-service/In-service Committee  OCCTE 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 year  b. Association provide funds, if available,  for SDAAE Officers to attend the NAAE  Convention  c. Encourage SDAAE officers to obtain  funds from their school for professional  travel if possible | SDAAE Executive Treasurer  SDAAE Executive Treasurer  SDAAE 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 events  b. Encourage all members to write articles  on local activities  c. Encourage participation in radio and  TV programs  d. Present the annual report of publicity and  programs of work to SDAAE & NAAE  e. Have delegates give a report to the  members on NAAE Convention  f. Encourage contacting radio and TV  stations and daily newspapers in advance  of important events to get better  news coverage  g. Schools with a TV coverage area cooperate  to get a program on that station and  advertise Ag Ed as well as FFA & PAS  h. 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-EDUCATOR  SDAAE Secretary  NAAE Delegates (SDAAE Officers)  Editor SD AG-EDUCATOR  SDAAE Members  SDAAE Members |
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| 2. 30 Minute Club Certificates | a. Encourage all members to write articles  for publication  b. Present 30-Minute Club certificates  at the annual SDAAE Summer Conference  c. Encourage each district to get at least  one new member each year | Editor SD AG-EDUCATOR  Editor SD AG-EDUCATOR/  SDAAE President  Editor SD AG-EDUCATOR |
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| 3. Newsletter | a. Keep members informed of state,  national, and local activities  b. Additional issues to be published when  necessary  c. Keep superintendent informed of  local program of work and its progress  d. Keep superintendent informed of  state program of work and its progress  e. Stress cooperation with entire school  faculty  f. Cooperate with farm organizations,  agencies, and civic groups  g. Publish three times a year and email out | Editor SD AG-EDUCATOR  Editor SD AG-EDUCATOR  SDAAE Members  SDAAE Members  SDAAE Members  SDAAE Members  Editor 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 current  b. Maintain list of current material  developed out-of-state which has  practicability here | Curriculum Committee  Curriculum 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 given  b. Distribute to each member | SDAAE Secretary  SDAAE 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/Committee  SDAAE 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 Members  SDAAE 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 level  b. 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 Members  SDAAE 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 Activities  b. Recruit other Ag majors into the  Ag Ed field | State FFA Advisor  Teacher 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 members  b. Hold meetings as needed during the  SDACTE Convention | SDAAE Executive Committee  SDAAE 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 Agricultural  Education | 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 activities  to 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 Editor  SDAAE 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 districts  c. Represent SDAAE at NAAE Convention  d. Represent SDAAE at ACTE Convention | SDAAE Officers  SDAAE Executive Treasurer  SDAAE Officers  SDAAE Officers |
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| 6. SDAAE Leadership Handbook | a. Update yearly  b. Distribute to all members | SDAAE Officers  SDAAE 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 Breakfast  b. Invite legislators to local FFA, PAS,  and Agricultural Education functions | SDAAE Members  SDAAE Members |
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| 2. Have an effective means of gathering  and dissemination of legislative, NAAE, and FFA, information | a. Have SDAAE designate monitor state  legislative activity and serve as a  liaison with state legislative officials  b. Use a email network to disseminate  information to members  c. Include current, pertinent information  related to legislation on S.D. AgEd website | Legislative Committee  Chairperson  SDAAE Members  Legislative 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  presentation  b. Recognize agri-business people for  contributions, ie: curriculum materials,  etc. | SDAAE Members  SDAAE 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 groups  b. Involve SDAAE members through  committees & legislative activities  dealing with articulation | SDAAE Executive Committee  and members  SDAAE Executive Committee  and members |
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| **VI. AGRICULTURE/AGRIBUSINESS RELATIONS** | |  |
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| ***ACTIVITY*** | ***WAYS & MEANS*** | ***RESPONSIBILITY*** |
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| 1. Help industry and business in an advisory capacity in preparation of  teaching materials and work toward standardization of materials | a. cooperate with business and industry in  an advisory capacity in the preparation  of teaching materials  b. SDAAE secure materials from  commercial and other agencies for  evaluation  c. Invite ag/agribusiness representatives  to attend SDAAE convention | SDAAE Members |
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| SDAAE Members  SDAAE Officers |
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| 2. Encourage business and industry to display products and services during Summer Conference | a. Contact business and industry  b. Locate and provide suitable space for  exhibits  c. Allow time for demonstration and  observation by conference participants  d. 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 Officers  SDAAE Officers  SDAAE Officers  SDAAE Members  SDAAE Members |
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| 3. Teacher Recognition Awards | a. Members enter Outstanding Ag Ed  Teacher Award competition  b. Members enter Outstanding Young  Member Award competition  c. Members enter Outstanding Program  Award competition  d. Members enter Outstanding Postsecondary  All-Star Team Award competition  e. Members enter Ideas Unlimited competition  f. Members enter the Teachers Turn the Key  Program  g. Nominate members for SDACTE/ACTE awards  s | SDAAE Members  SDAAE Members  SDAAE Members  SDAAE Members  SDAAE Members  SDAAE Members  SDAAE 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 SDAAE  b. 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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