



WAAE VICE PRESIDENT ELECTION MEMORANDUM OF UNDERSTANDING

WAAE members interested in running for Vice President need to submit the form no later than June 1 to the WAAE office. (Form attached). It is encouraged to submit a resume along with your memorandum of understanding, but not required. This is for your benefit to utilize this as documentation for your professional documentation files.

- The position of Vice-President is potentially a four-year term. It is highly recommended to serve for two years serving as Alternate Vice-President with the second two years serving as Vice President.
- While serving as Alternate Vice-President, your responsibilities are mostly on an as needed basis. This means that you will not be required to attend all meetings, but are expected to maintain an open line of communication with the current Vice-President. As Alternate Vice-President, you are welcomed to participate in all WAAE Board Activities if your school allows it.
- As Alternate-Vice President, you are responsible for filling the role of the Vice-President in their absence in accordance with our Constitution and By-laws.

APPROXIMATE TIME AND TRAVEL COMMITMENTS

June

- **Optional:** Attend Regional Conference – 3 to 4 days depending on state location. This conference rotates through the following states: Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, and Nebraska. This conference is typically the third week of June. Travel and registration costs are the responsibility of the board member.
- WAAE Professional Development Conference – 5 days typically the last week of June. Currently takes place in Appleton, Wisconsin. Board member would need to stay at the conference hotel from Sunday until Thursday.

August

- Participate in Board Training Retreat. Typically one day at a central state location.

November

- Coordinate and assist at the fall annual DPI inservice – This is a one day meeting held regionally throughout the state. This includes preparing an agenda for an official Sectional Meeting.
- Attend Fall Board meeting which is held in conjunction with the FFA leadership program. This meeting is held on a Saturday.
- **Optional: (Funding Available)** Attend the NAAE Annual Convention - This is a 4-5 day meeting in locations that rotate: typically Las Vegas, St. Louis, Nashville, and Atlanta, but there may be other locations. Travel is typically a departure on Tuesday and return on Sunday depending on flights and distance. It is suggested to be at the opening session on Wednesday morning at 8 a.m.

December

- **Optional:** Executive Board Meeting – 1 day held between Christmas and New Year's to determine the Professional Development Conference schedule, speakers, and sessions for the next summer's conference

January

- Winter Board meeting in Steven's Point – Held in conjunction with the FFA Half-Time Conference. This is a half day meeting Friday and will conclude in the evening.

February

- **Optional:** Attend State FFA Alumni convention on a weekend

March

- **Optional: (Funding Available)** National Policy Seminar – Washington, D.C. – This is a 4 day (3 school days) conference on learning how to work with your legislators and advocate for education.

April

- Spring Board Meeting – Held in conjunction with the State FFA Career Development Events at UW-Madison. One day typically the last Friday in April

Ongoing

- There may be conference calls conducted after school hours to address important information
- You may be asked to communicate with teachers from your section on a periodic basis
- You will be responsible for ensuring that your sectional committee work is being completed



Wisconsin Association of Agricultural Educators

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MEMORANDUM OF UNDERSTANDING

The Wisconsin Association of Agricultural Educators (WAAE) is a professional organization for agricultural educators at all levels of instruction and leadership. Membership includes classroom teachers at elementary, intermediate, secondary and postsecondary levels of instruction, teacher educators of agricultural education and state supervisors of agricultural education. Priorities include agricultural education program development and improvement, governmental relations and federal legislation, professional/agriculture/agribusiness relations and member service/recognition.

The WAAE is governed by an elected Board of Directors. The 12 Vice-Presidents are elected for two year terms as well as a two term as alternate prior to the term as Vice-President by the members of their geographic section. Responsibilities of an Alternate Vice-President are not all required, but encouraged if able to attend.

Serving on the WAAE Board of Directors requires the understanding, support, cooperation and commitment of the school administration, Board of Education, parents, students and the community.

Service as an officer of the WAAE requires time away from the school and community to represent the interests of agricultural educators at the state level. Representation includes attending meetings specified in the WAAE operating policies, attendance at meetings determined by tenure on the Board of Directors and at special professional meetings which are called unexpectedly.

The local school district will pay costs of the substitute teacher(s) whenever the representative is from that school district. The WAAE will strive to keep time away from task at a minimum by scheduling travel and meetings on Saturdays and Sundays whenever possible and scheduling meetings in June, July and August whenever feasible.

Serving as an officer is more than an "honor." It requires leadership, representation and commitment. It gives the local school and community visibility state and nationwide and enhances the opportunity for professional growth for the local teacher, agricultural education department, school and the community.

We have read this Memorandum of Understanding, support the concept and pledge our cooperation during the term of office of:

Name of Candidate

Signature of Candidate

Approved:

Principal/Site Administrator

Date

Approved:

Superintendent/Chief Administrator

Date

Approved:

Chair, Board of Education

Date

Received:

WAAE Executive Director

Date

Return to WAAE no later than June 1: PO Box 87, Sauk City, WI 53853 or executivedirector@waae.com



RESPONSIBILITIES OF WAAE VICE-PRESIDENT AND ALTERNATE VICE-PRESIDENT

Vice-President Qualifications

1. Must be an active member of the WAAE
2. Should be a recognized leader in his/her section
3. Must be a secondary / post-secondary teacher

Skills & Abilities

1. Be an active member of the Executive Committee and attend all meetings of the Executive Committee and membership
2. Provide a vote representing your section's opinions. In your absence the Alternate-VP from your section may be allowed to vote.
 - a. Conflict of Interest – If you feel you have a conflict of interest in voting, you may turn your vote over to the Alternate-VP. If there is a combined conflict of interest, your section may choose to abstain from voting.
3. Carry out responsibilities designated by the President
4. Keep the membership of the section informed of WAAE activities via a regular method of communication such as email.
5. Preside over all Sectional WAAE meetings
6. Encourage membership: Contact all non-members in section and share the benefits of membership
7. Work at the WAAE banquet as directed by the President
8. Inform nominees for section officers to have a Memorandum of Understanding (MOU) signed by local administration giving permission to be an officer candidate.
9. Be responsible for function of the sectional committee
10. Conduct election for statewide committee representative for the section and follow up on responsibilities for that committee.
11. Serve as a mentor for the Alternate Vice-President and provide support throughout the year. To accomplish this, maintain an open line of communication on a regular basis; especially prior to board meetings.
12. Attendance to the NAAE Region III Conference and NAAE Convention is highly encouraged. WAAE is provided a voting delegation at convention and delegate spots need to be filled by members of the board if possible.
13. Organize the date for DPI fall Inservice for your section. You are responsible for coordinating the meeting and a meal for this meeting.
14. Organize and conduct the registration process at the summer Professional Development Conference under the direction of the Executive Director.
15. Be prepared to become the President of WAAE

Alternate Vice-President Qualifications

1. Must be an active member of the WAAE
2. Should be a recognized leader in his/her section
3. Must be a secondary / post-secondary educator

Skills & Abilities

1. Be an active member of the Executive Committee and attend all meetings (if possible) of the Executive Committee and membership.
2. While not required, participation in discussions and subcommittee work will allow for you to be a better informed board member when you assume the role of Vice President. Your participation will also allow for consistency with the work of our association.
3. Carry out responsibilities designated by your sectional Vice President.

4. Take minutes at all WAAE sectional meetings and provide a copy to the Executive Director
5. Conduct meetings in the absence of the Vice-President
6. Provide a vote representing your section's opinions in the absence of the Vice-President.
 - a. Conflict of Interest – If you feel you have a conflict of interest in voting, you may turn your vote over to the Alternate-VP. If there is a combined conflict of interest, your section may choose to abstain from voting.
7. Assist in registration and distribution of materials at the Professional Development Conference
8. Assist with raffle drawings at Professional Development Conference
9. Fill in for the vice-president when needed and attend as many executive board meetings as possible, especially during the second year of the term. Attendance at the Professional Development Conference with the vice-president is essential, both at the executive board meetings and at registration
10. Be prepared to succeed the vice-president by election or appointment
11. Secure the MOU from the school administration to do the job and be prepared to follow the succession of officers and responsibilities
12. Attendance to the NAAE Region III Conference and NAAE Convention is highly encouraged. WAAE is provided a voting delegation at convention and delegate spots need to be filled by members of the board if possible.