

CES Handbook

YEARS OF SERVICE GIFT GUIDELINES

by Membership & Years of Service Committee

CES will present Years of Service awards to each active member that is at a 5-year interval mark by keeping the gift “tangible” and ensure the award be close in dollar amount to the number of years in Extension along with a certificate suitable for framing.

SECRET FRIEND GUIDELINES

Annalist will gather entries of participants from the Membership Secretary, make the matches, plan a revelation activity at the Annual Meeting, and re-match any participant whose “secret friend” has left Extension employment. The Annalist will write a newsletter article after the Annual Meeting on the activity as well as submit a list of revealed Secret Friends for the winter issue of the CES newsletter.

COMMUNICATION

LISTSERVS/WEB PAGE/NEWSLETTERS/CONFERENCE CALLS

To promote CES membership, activities and conduct business, utilize the following methods:

- CES Web Page (<http://ces.osu.edu>)
- Listservs: extension-misc@lists.osu.edu
cesboard@lists.osu.edu
cesmembers@lists.osu.edu
- Newsletters: Director of Extension’s Newsletter as well as region/center newsletters
- Utilize current OSU supported e-meeting communications

ROBERTS RULES OF ORDER CONTACTS

Ella Mae Bard and James Conners, both honorary members who have contributed greatly to CES.

OFFICER AND DIRECTOR EXPENSES

All expenses, on behalf of the fraternity, need pre-approval by the President. Use the Payment Request form supplied on-line on the CES web page. To minimize expenses, keep in mind: car-pool, use in-kind services, otherwise- expense must have pre-approval.

HANDLING CES FUNDS

CES FUNDS are to be handled only by CES members (no student helpers, etc. are to have access to any fiscal CES matters.)

DONATIONS

- If donations are requested, they will need Board approval and be kept within Budgeted amount. If at all possible, CES recognition should be applied.
- Past contributions had been made to the OSU Extension Leadership Center when the fraternity wished to donate leadership resources to the Leadership Center. Future recommendations must be submitted to the OSU Extension Leadership Center staff. If approval is granted, the OSU Extension Leadership Center will order the resources and bill the fraternity. A label recognizing the fraternity will be inserted on the inside cover of each resource donated.
- Other educational opportunities will be explored and professional growth for Fraternity membership will be promoted.

ANNUAL FINANCIAL REQUESTS

need to be made to the Director of Extension for:

- approval to state in membership drive that local funds can be used for dues by the Membership Secretary.
- approval for Administration to pay the registration costs to CES Annual Meeting for all CES Emeriti (as is done for Educators) by the Annalist
- Approval should be obtained in writing, if possible.

CES ANNUAL MEETING CHECKLIST AND GUIDELINES

- A memorial service for any deceased member will be included during the annual meeting.
- Yearly review of the Constitution & Bylaws
- Yearly proposed budget to be presented with vote to approve
- Yearly Treasurer's Report presented with vote to approve
- Previous year's Annual Meeting Minutes presented with vote to approve
- Installation of new officers and directors
- New members initiated
- Years of Service Awards presented
- Professional Development Awards presented by Director of Extension
- Contest winners announced
- Extension Support Staff Excellence Award winner announced
- Outreach Update -and if visitors from other state chapters are present, offer introductions and opportunity to address group
- Secret Friend Revelation
- Mentor Program Update
- Fundraisers Publicized
- Community Service at each Annual Meeting (can be part of overall conference)

Keep in mind all the Photo Opportunities available at Annual Meeting and get photos to Historian.

CES Timeline

Prior to February Meeting

- Executive Committee to meet to plan new year, identify fundraisers, membership dues from Extension funds, and for Administration to pay for CES Emeriti Annual Meeting Registrations. Administrative Liaison to update brochure and Membership Secretary to update letterhead and present both to committee for approval, then give to whole board at first meeting.
- Winter deadline for Newsletter: 2 North East Region “Personal Glimpse” articles (NOTE: Directors are to find a CES member to write the article - track those who have submitted articles in the past in your region to ensure variety) also:
 - ✓ President’s article
 - ✓ Emeriti and SAC updates as available
 - ✓ CES Annual Association Meeting Review: Recognition, Years of Service, New Office and Board
 - ✓ Update on Service project and fundraising efforts held in conjunction with OSU Extension Annual Conference
 - ✓ Spotlight on Previous Year’s professional development award winner(s)

February

- First Official Board Meeting: Come prepared. Invite old/new officers & directors, get photo of last year’s board/new board
- Officers who will be vacating their positions are asked to attend this meeting along with current officers (those newly elected and those with terms yet to finish). Notebooks and any other pertinent materials are to be handed over to the incoming board members and time is to be allowed on the agenda for reviewing these materials and job duties.

Review Job Duties:

President will pass around copies of job descriptions from the By-Laws and each board member will review responsibilities

Officer Buckeye Box files:

All officer/director positions are to have a access to CES Buckeye Box, which will be a collection of all pertinent information to that position to ensure a successful job completion and is to be passed on to the incumbent.

- Newsletter Schedule - For Content Submission: February 1, May 1, August 1 and November 1.
- Constitution & Bylaws & Standing Rules- highlight your own job duties
- Board Meeting Schedule, SAC schedule & Association Leaders meeting schedules (President will supply the 3 schedules.)
- Current Fund Reports: Checking Account, Development Fund, CES Fund, Proposed Budget printout
- Committee Listing

Committees

- All committees will be chaired by an officer. All directors will serve on one or more committees. Members can be on committees and not have to be on the board.
- Extension Annual Conference Committee members are sought for state-wide participation.

Feb/March/April

- Spring Deadline for Newsletter April 1st: 1 Emeriti and 1 State “Personal Glimpse” article due, President’s article due. Also:
 - ✓ Administrative Professionals Day article
 - ✓ Spring Professional Development
 - ✓ Emeriti/SAC updates

May

- CES Meeting: come prepared
- CES Annual Association Meeting Committee reports on status of current year plans and financial status of the fund. The Committee needs to identify next steps & items needing immediate attention, prioritize, keep Board informed and ask for help as needed.
- Recognition Committee and Professional Development Committee review promotion document and set deadlines and report this to the board.
- Recognition Comm. - will collect entries, order plaques and communicate with the judge. Review the contest promo web page, for any necessary updates/changes.
- Both Committees (Recognition & Professional Development are responsible for writing articles and advertising the contest/awards by way of CES newsletter, listservs, , and any other means approved by the association board of directors.
- Professional Development Committee.—check to see how many certificate holders are on-hand and plan new design to certificate if desired.

August

- Summer Deadline for Newsletter August 10th: 2 South Central Region “Personal Glimpse” articles due, President’s article and also:
 - ✓ Membership drive update/info
 - ✓ Preview of awards
 - ✓ Extension Annual Meeting update
 - ✓ CES Annual Association Meeting Update
- Membership Drive begins
- Recognition Committee –work with Kathy Gamble, to send email to request submissions for Dorothy Rex Inspirational Award, collect submissions and get them to Dorothy for selection, and prepare for Annual Meeting

October

- Deadline for membership dues.
- Deadline for Newsletter/Brochure/Web Page Contest.
- Constitution & Bylaws Committee: presents any suggested changes to the Constitution and Bylaws to the board and then to the membership body allowing 15-day notice before a vote at Annual Meeting.
- Annual Conference Committee reports on status of current year. Keep Board informed and ask for help as needed.
- CES Annual Association Meeting reports & asks for help as needed.
- Fall Deadline for Newsletter November 1st: 2 West Region “Personal Glimpse” articles, President’s article and also :
 - ✓ Primary Focus on CES Annual Association Meeting
 - ✓ And OSU Extension Annual Conference
- Deadline for 6 Membership and 1 Annual Meeting Scholarships, committee decides who receives.
- Deadline for Professional Development Awards, send out ranking sheets to committee members
- Budget Committee: prepares new budget for upcoming year to present to membership at Annual Meeting

November

- CES Meeting: come prepared

December

Early: Preparations for Annual Meeting: plan agenda and print/prepare programs, member packets (involve all officers/directors on the agenda)

- Professional Development Chair creates certificates for presenting to winners during Annual Conference and page with winners’ names to add to CES display at Annual Conference.
- Recognition Committee finalizes contests, plaques purchased to be presented at Annual Meeting and entries added to the CES display at Annual Conference

Annual Meeting

- Annual Meeting: room setup and decorating, participation in meeting by all available officers, directors and committee members.
- Take lots of photos at Annual Meeting!

Photos needed include:

- Professional Development Award Winners
- Baskets
- Contest Winners
- Turning over the gavel
- Speakers
- Other State Chapter guest(s) and Honorary Members in attendance
- Display

- New members
 - Years of Service Award winner
- Treasurer presents proposed budget to the board for approval, to be presented at Annual Meeting for vote by membership body, along with annual treasurer report
- Vice President presents audit of Treasurer's Books
- At the conclusion of the Annual Meeting, new officers/directors take on their new positions.