

WAFCS POLICIES

- I. Name – see Bylaws Article I (WAFCS)
- II. Purpose and Mission – see Bylaws Article II
- III. Membership Categories, Dues and Privileges – See Bylaws Article III
- IV. WAFCS – See Bylaws Article IV
- V. Executive Board
 - A. Functions
 1. Select officers of the Executive Board
 2. Term of office begin and end after the election
 3. Approve appointments made by the president
 4. Review and take action on budget guidelines recommended by the Finance Committee
 5. Receive reports of Standing Committees and approve recommended actions
 6. Select and contract with Association Executive Director
 7. Reports to WAFCS members annually
 - B. Directors and Officers
 1. President
 - a. Serve as presiding officer of the Executive Board
 - b. Serves on the Standing Finance Committee and ex-officio on all other committees
 - c. Appoints ad hoc committee for specific purposes
 - d. Makes provision for an annual audit of all accounts
 - e. Approves all vouchers with receipt prior to payment
 - f. Serve on AAFCS Leadership Council and AAFCS State Affiliate President Unit
 2. President-elect
 - a. Voting member of the Executive Board
 - b. Serve on the Professional Development Committee
 - c. Serve on the AAFCS Leadership Council and AAFCS President Unit

- d. Serve as presiding officer of the Executive Board in the absence of the president
 - e. Assist president as needed
- 3. Treasurer
 - a. Voting member of the Executive Board
 - b. Serve as presiding officer of the Finance Committee
 - c. Is bonded
 - d. Disburse budgeted funds upon receipt of approved vouchers and receipts
 - e. Provide Financial reports to the Executive Board
- 4. Secretary
 - a. Voting member of the Executive Board
 - b. Record meeting minutes
 - c. Maintain membership records and make recommendations for retention and recruitment of members
- 5. Directors at Large
 - a. Voting members of the Executive Board
 - b. One assigned to Chair Awards and Recognition Standing Committee
 - c. One assigned to Chair Professional Development Standing Committee
 - d. One assigned to Chair Technology and Communications Standing Committee
- 6. Past President
 - a. Ex-officio member of the Executive Board
 - b. Serve as Parliamentarian for the Board
 - c. Chair the Nominating Committee
 - d. Member of Professional Development Committee
- 7. Executive Director
 - a. Ex-officio member of the Executive Board
 - b. Performs duties as identified in contract

VI. AAFCS Leadership Council - See Bylaws Article VI

VII. AAFCS Communities – See Bylaws Article VII

VIII. Committees

A. Standing Committees

1. Finance Committee

- a. Composed of the Treasurer as Chair, President, Foundation representative, and other members as appointed by president
- b. Management and oversight of all WAFCS funds and accounts
- c. Develop a proposed annual budget and submit to Executive Board for action
- d. Review reports of the Treasurer
- e. Determine best options for investments of funds

2. Professional Development

- a. Chaired by designated Director at large
- b. Additional members include representative of WAFCS Foundation and other members as appointed
- c. Develop an annual Professional Development plan and present it to the Executive Board for approval
- d. Plan and carry out professional development opportunities for the membership delivered in person or through a variety of virtual technological methods
- e. Review and recommend WAFCS Foundation scholarships and professional development incentives

3. Awards and Recognition

- a. Chaired by designated Director at large
- b. Post guidelines at WAFCS Website and in other appropriate communications to membership
- c. Promote awards and recognition opportunities to membership
- d. Recruit applicants for awards and recognition
- e. Select award and recognition winners from applications
- f. Assist any WAFCS winners eligible for AAFCS awards and recognition with the completion of the AAFCS application process
- g. Plan and carry out an annual awards and recognition event

4. Technology and Communications

- a. Chaired by designated Director at large
- b. Utilize appropriate social media sites to connect with current and potential members, sharing WAFCS programs, information, and activities
- c. Assist WAFCS Association Executive Director in maintaining WAFCS Website
- d. Assist WAFCS Executive Director in development of newsletters to the membership
- e. Assist Professional Development Committee with technological support and delivery methodology

5. Nominations

- a. Appointed annually by president
- b. Recruit and present a slate selected from all eligible members of AAFCS/WAFCS in good standing, for election to the Executive Board and to the Assembly of Members,
- c. Prepare a ballot that may be presented in person or distributed via mail and/or electronically to all members. Winners will be determined by majority of those members returning a ballot
- d. Three members of the Executive Board will be elected in odd numbered years and four in even numbered years
- e. The President Elect will automatically serve a three year term on the Executive Board
- f. Executive Board members may be elected to two consecutive terms and after at least a one year break are eligible for re-election

B. Ad Hoc Committees

- 1. Appointed by the president
- 2. Given a specific charge by the Executive Board
- 3. Dissolved upon the completion of the assignment

IX. AAFCS Units – see Bylaws Article IX

X. Meetings

- A. All meeting of the membership Executive Board, Committees or Professional Development opportunities may be held in-person or via available technology

XI. Fiscal Year – See Bylaws Article XI

XII. WAFCS Foundation – See Bylaws Article XII

XIII. Amendments

A. See Bylaws Article XIII

B. Policies can be amended by a majority vote of the Executive Board

XIV. WAFCS will remain in accordance with Wisconsin State Statutes regarding Tax Exempt Status (Bylaw XIV) Defense and Liability (Bylaw XV), Indemnification (Bylaw XIV, and Dissolution (Bylaw XVII)

XV. Parliamentary Authority – See Bylaws, Article XVIII

Approved: June, 2021

To help in understanding how this will actually work!!

WAFCS Board Rotation - Elections				
2021	2022	2023	2024	2025
4 elected to 1-year terms, hopefully this will be current board members	3 continuing members elected in 2021	4 continuing members elected in 2022	3 continuing members elected in 2023	4 continuing members elected in 2024
3 “new” board members elected to 2-year terms -president elect comes from this group	4 new members. -can be starting their 2nd term -President-elect comes from this group	3 new board members -can be starting 2 nd term -president elect comes from this group	4 new members. -can be starting their 2nd term -President-elect comes from this group	3 new board members -can be starting 2nd term -president elect comes from this group
current president serve in pp role?	Past president is 8th position	Past president is 8th position	Past president is 8th position	Past president is 8th position