

## **Alpha Kappa Committees Chairs, Member, Duties and Responsibilities**

### **Resource Development and Management (*Audit, Budget, Endowment, Awards fund*)**

- Coordinates silent auction or other fund raising activity at the annual meeting. Funds are used to support a charitable cause determined by the Executive Board.
- Information regarding the fund raising activity is included in the annual meeting publicity.
- Each Extension Area is expected to participate, i.e., provide at least one item for silent auction, etc. All active and Life members are also encouraged to provide items/support for the fund raising event.
- Serves as the Chapter contact for Development activities for the Chapter and national ESP.

### **Scholarship, Grants and Recognition (*Awards and Recognition, Scholarship, Regional/National Awards, Professionalism; President-elect is a committee member*)**

- Makes information and applications regarding National and Chapter ESP scholarships, grants and recognition available to members, collects applications/nominations and coordinates selection and recognition of winners. (See web site for applications and procedures for submitting: <http://www.ces.ca.uky.edu/epsilonsigmaphi/>)
- Submits Chapter winners to National ESP Executive Director.
- Secures certificates from National for recognition as appropriate.
- Solicits applications for Alpha Kappa Chapter T. R. Bryant Professional Development Funds; reviews and selects recipients based on money available from endowment.
- Works with the CES Personnel Director to identify members who have completed 25, 30, 35 and 40 years of professional service in Extension and arranges for appropriate recognition.

Submits appropriate information about chapter winners to Chapter Secretary for inclusion in the Annual Report.

### **Marketing** (*Publicity, Website, Newsletter*)

- Work with Executive Board members and the Retirees and Lifetime Member Chair to acquire news articles and announcements for two newsletters a year distributed electronically to staff and Lifetime members. Mail to members without access to e-mail.
- Maintain and update items on the Alpha Kappa Chapter web site throughout the year.
- Utilize support/promotional materials from National ESP for informing Extension professionals about ESP.
- Work with ESP leadership in keeping ESP and its goals and activities in front of Extension staff- county and state.

### **Membership Recruitment and Retention** (*New Members, Lifetime Membership, and Initiation and Area Contacts*)

- Compiles a list of eligible prospective members and sends a letter of invitation and membership form to prospects.
- Conducts an induction ceremony at the chapter annual meeting; presents the new members a certificate, copy of the Extension Workers Creed and/or pin from ESP National Headquarters.

### **Public Issues** (*Benefits and Legislation*)

- Serves two years as Chair
- Serves on the Kentucky Joint Council of Extension Professionals
- Informs members of public issues educational opportunities via the ESP Newsletter  
Informs members of changes and proposed changes in State & Federal retirement programs.
- Facilitates dialog with the Alpha Kappa Chapter of ESP and Extension Administration and Human Resources.
- Arranges for member opportunities to meet with human resources, investment agencies, etc.
- Encourages membership to maximize their fringe benefits.

## **Global Relations**

- Maintain a list of chapter members working in foreign countries, with location, address, etc. Provide this info to the National Global Relations Committee.
- Invite "foreign Extension individuals" who are studying or working in KY to the state meeting.
- Invite Agricultural Attaches visiting UK or KSU to be a speaker at a special ESP event or meeting to discuss Extension in his/her country-request information on women, youth, and /or agricultural programs

## **Professional Development** (*Annual Meeting and Professional Development Conference*)

- Works with Extension Administration and ESP leadership in planning and conducting professional development experiences annually.
- Plans and makes arrangements for the annual meeting and professional development conference, including, reviewing possible meeting sites, making meal arrangements, setting registration costs and communicating meeting plans and registration materials with the membership.
- Coordinates with Marketing Committee to promote conference in newsletter and on website, and with Awards Committees to make presentations at Annual Meeting.
- Works with the treasurer in managing the Annual Meeting and Professional Development Conference budget and registration.

## **Chapter Relations** (*Constitution & Bylaws, History, Files and Records, Fellowship*)

- Reviews Constitution and Bylaws and proposes revisions at the direction of the Board and in accordance with changes in the National ESP Constitution and Bylaws.
- Keeps records of historical significance.

- Updates the historical list of agents and award recipients on the website biannually.
- Annually compiles a list of Extension Professionals who die during the preceding 12 months and includes it in the Annual Report.
- Conducts a memorial at the Annual Meeting.

### **Retirees and Life Members**

- Communicates with life members via e-mail regularly sharing news and updates from former Extension professionals.
- Coordinates the selection and recognition of the "Outstanding Retiree Service Award" at the ESP Annual Meeting.
- Facilitates the selection of the Retiree Scholarship for Undergraduate Students and recognizes the recipient at the ESP Annual Meeting.
- Arranges for a program for Retirees attending the ESP Annual Meeting Works with the Professional Development Chair in securing space for the Retiree meeting at the ESP Annual Meeting.