

Objectives, Organization and Operating Procedures
of
THE NORTH CENTRAL FARM MANAGEMENT EXTENSION COMMITTEE

Committee Objectives

The name of the Committee shall be the North Central Farm Management Extension Committee, hereinafter referred to as the Committee.

The major objectives of the Committee are:

1. To continually appraise changing conditions in agriculture and to identify priority issues and educational programs for agricultural producers and those who serve them.
2. To improve subject matter knowledge and communication skills among its members and other extension specialists through multi-state and multi-regional projects, conferences, seminars and in-service education programs.
3. To share farm management educational materials, techniques, programs and program evaluations.
4. To foster and encourage application of new educational technologies in farm management extension education programs.
5. To respond to opportunities for input to project teams, committees, and federal agencies involved in identification of national extension program priorities and other matters directly related to farm management extension education.
6. To encourage closer ties between research, resident instruction, extension, agribusinesses, department chairs, and public agencies.
7. To foster communication among farm management extension specialists in the North Central Region, nationally and internationally.

Organizational Structure

1. Regular, voting, membership of the committee will be comprised of Farm Management extension specialists from each North Central state, Oklahoma, Kentucky, the province of Ontario, a representative from the North Central Extension Risk Management Education Center and a representative from the Center for Farm Financial Management. Membership shall be open to any state, province, or country subject to a vote of the current Committee membership. All members will be appointed by the appropriate extension director.
2. Ex officio members of the Committee shall include an administrative representative for the North Central Ag and Natural Resources Program Leaders and the National Program Leader for the farm management program area of the National Institute of Food and Agriculture (NIFA), USDA.

3. The Committee shall meet semi-annually.
4. The officers shall be: Chair, Vice-chair, and Secretary. They shall be elected by the Committee from its regular membership at the spring meeting. They shall take office at the close of that meeting and shall serve through the next spring meeting.
5. The Steering Committee will plan and coordinate the Committee's activities. The Steering committee will be composed of the officers and immediate past chair of the Committee.
6. Project Teams may be established to conduct projects which accomplish the Committee's objectives. Membership of the Project Teams may include non-committee members.

Activities to Accomplish Committee Objectives

1. Explore, identify and prioritize emerging farm management issues affecting the North Central Region.
2. Invite resource people who will stimulate ideas and discussion on emerging issues and encourage innovative Committee activities.
3. Identify and appoint Project Teams, approve their project proposals and evaluate their output.
4. Develop and exchange educational materials, programs, their applications and evaluations.
5. Identify appropriate funding sources for Committee activities and submit applications for grants or other support.
6. Conduct multi-state and multi-regional meetings, workshops and in-service education programs.
7. Meet, as appropriate, with other North Central Extension and Research Committees, committees from other regions, and other organizations with similar interests.
8. Develop close cooperation and communication with the following groups to achieve mutual program support:
 - a. Other regional research and extension committees,
 - b. NIFA-USDA,
 - c. AAEA, including Extension Section, and other professional associations and societies,
 - d. Farm Management Associations,
 - e. Faculty of participating institutions,
 - f. Other public agencies, and
 - g. Agribusiness.

Membership Responsibilities

Members shall:

1. Actively participate in Committee meetings and represent the program interests of their state.
2. Regularly report on committee activities to their colleagues, department chairs, agricultural program leaders, and state extension directors.
3. Perform tasks as designated by the Committee.
4. Report to the Committee about extension programs and activities taking place in their state.
5. Aid the Committee to identify regional educational needs, program development projects and funding sources.

Officers' Duties

Chair

1. Provide leadership for the Committee.
2. Serve as chair of and call meetings of the Steering Committee.
3. Bear final responsibility for implementing the program of Committee meetings.
4. Receive project proposals for review by the Committee.
5. Serve as the Committee contact with the Administrative Advisor.
6. Convene the nominating committee, consisting of the current steering committee, for the annual election of officers.
7. Send a notice of committee meetings to members at least one month prior to the meetings.

Vice-Chair

1. Coordinate and monitor Project Team activities.
2. Serve as a member of the Steering Committee.
3. Assume the duties of the Chair in his or her absence.

Secretary

1. Record the minutes of Committee meetings and distribute them according to the current practices of the Committee. Minutes shall include a status report of regional projects and publications, Project Team assignments and activities, and a Committee roster.
2. Solicit and compile state reports of current extension activities from each Committee member prior to each Committee meeting.

3. Assure that the Committee objectives, organization and operating procedures, contact list, and meeting minutes are maintained and current on the Committee website.
4. Serve as a member of the Steering Committee.

Steering Committee Duties

1. Facilitate the work of the Committee.
2. Develop a program for each committee meeting, and establish the meeting date and location.
3. Regularly evaluate the Committee's progress in accomplishing its objectives.
4. Encourage proposals for new activities and program for consideration by the Committee.
5. Appoint a replacement for any office left vacant.
6. Conduct other duties as prescribed by the Committee and as requested by the Agricultural Program Leaders, and Administrative Advisors.

Procedure for Developing Regional Projects and Publications

1. Preliminary clearance to proceed with a regional project or publication should be requested as a part of official Committee meeting activities.
2. For regional bulletins, publications, decision tools and websites of long term life, the project leader should notify the Chair when a draft is completed. The Chair will:
 - a. Appoint a review committee to critically review the material within a set time period and notify the project leader of the appointment.
 - b. Provide results of review to the project leader.
 - c. Evaluate recommended changes and need for additional review.
 - d. If a second review is deemed necessary by the reviewers or team members, repeat the process in items a through c.
 - e. Notify the project leaders of the review results.
 - f. Announce the availability of the final version to the Committee.
3. For publications and other educational materials serving a short term need, the Chair will appoint a project team in lieu of having a formal review process. The project team will design and develop the materials in a manner consistent with NCFMEC quality standards. Upon the Chair's approval, the materials will be made available to the Committee and the public.