

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 foster, encourage and conduct multi-state and multi-regional projects and in-service 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 task forces, 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 world-wide communication among farm management extension specialists.

Organizational Structure

1. The Committee exists at the discretion of the North Central Extension Directors but its continuation is dependent upon the Agricultural Program Leaders.
2. Affiliate membership shall be open to any state, province, or country. All members will be appointed by the appropriate extension director. Regular, voting, membership of the committee will be comprised of Farm Management extension specialists from each North Central state, Oklahoma and Kentucky.
3. Ex officio members of the Committee shall include: Farm Foundation, Cooperative State Research, Education, and Extension Service (CSREES)-USDA.

4. The Committee shall meet semi-annually.
5. 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.
6. 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, the administration advisor, and the CSREES /USDA and Farm Foundation representatives.
7. Task Forces may be established to conduct projects which accomplish the Committee's objectives. Membership of the Task Forces 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 Task Force members, approve their project proposals and evaluate their output.
4. Develop and exchange educational materials, programs, their applications and evaluations.
5. Conduct multi-state and multi-regional meetings, workshops and in-service programs.
6. Meet, as appropriate, with other North Central Extension and Research Committees, committees with other regions, and other organizations.
7. Develop close cooperation and communication with the following groups to achieve mutual program support:
 - a. Other regional research and extension committees,
 - b. The Farm Foundation,
 - c. CSREES-USDA
 - d. The American Agricultural Economics Association and other professional associations and societies,
 - e. Farm Management Associations,
 - f. Chairs of North Central Departments of Agricultural Economics,

- g. Other public agencies, and
- h. 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, extension directors.
3. Perform tasks as designated by the Committee.

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. Report Committee activities annually to the Farm Foundation, Department Chairs, and Agricultural Program Leaders.
6. Serve as the Committee contact with the Administrative Advisor.
7. Appoint review committees for regional publications.
8. Furnish copies of all official correspondence of the Committees to the Secretary for inclusion in the permanent records.
9. Appoint a nominating committee and provide for annual election of officers.
10. Send a notice of committee meetings to members at least one month prior to the meetings.

Vice-Chair

1. Coordinate and monitor task force activities.
2. Request, review, and submit annual progress reports of Task Forces to the Committee.
3. Lead discussion of Task Force Reports at committee meetings.
4. Serve as a member of the Steering Committee.
5. 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. These minutes shall include a Status Report of Regional Publications of the Committee, Task Force Assignments and Activities, and a Committee Roster.
2. Serve as a member of the Steering Committee.
3. Provide each new member of the Committee with a copy of the Committee objectives, organization and operating procedures document.
4. Maintain a file of all official correspondence, minutes and reports of the Committee.

Steering Committee Duties

1. Facilitate the work of the Committee,
2. Develop a program for each committee meeting,
3. Regularly evaluate the Committee's progress in accomplishing its objectives,
4. Develop proposals for new activities and program for consideration by the Committee,
5. Make a recommendations to the Committee on the use of funds from the Farm Foundation,
6. Appoint a replacement for any office left vacant, and
7. Conduct other duties as prescribed by the Committee and as requested by the Agricultural Program Leaders, and Administrative Advisors.

Task Force

1. Submit a written annual progress report to the Vice Chair of the Committee by March 1 each year. This report may include recommendations for a regional publication, termination, extension, or other action by the Committee. The report shall be submitted on the Committee's forms. (Attachment)
2. Activities of the Task Forces may include multi-state seminars for farmers, workshops for professionals, regional publications and development of computer programs.

Guidelines for Submitting Task Force and Project Proposals

1. A proposal for a Task Force and/or project may be submitted by anyone.
2. Proposals should be submitted to the chair of the Committee.
3. Proposals should evidence of need for the activity, the objective of the activity, and an estimate of time and or money required.
4. If a proposal includes plans for publication(s), it should indicate the need, probable form of publication and how it will be used.

Procedure for Developing Regional Publications

1. Preliminary clearance to proceed with a regional publication should be requested as a part of the Task Force and/or project proposal.
2. When a draft of a regional publication is completed, the senior author should notify the Vice-Chair of the Committee.
3. The Vice-Chair will:
 - a. Appoint a review committee to critically review the draft and notify the senior author of the appointment.
 - b. Distribute copies to the review committee, with a cover letter notifying them of their responsibility and specifying a date for completion of the review.
 - c. Provide results of review to senior author.
 - d. Receive revised manuscript and evaluate changes and need for additional review.
 - e. If a second review is deemed necessary by the reviewers or author(s), repeat the process in items a through d.

- f. Notify the senior author and administrative advisor of the review results.
 - g. Distribute copies of the final draft to each member of the Committee.
4. Revisions of regional publications may be requested and carried out through the same procedures as for initial publications. The issue of whether the most recent version of a bulletin is a full revision, a minor revision or a reprinting will be decided by the Vice-Chair after consideration of the review committee's recommendations. The order of authorship on full revisions of regional publications will be decided by the authors actively participating in the revision. Where only minor revisions are made in a publication, the original authors are retained and "revised by" is added to the list of authors. Professional ethics and courtesy require that all previous authors be recognized by the authors of the latest edition.