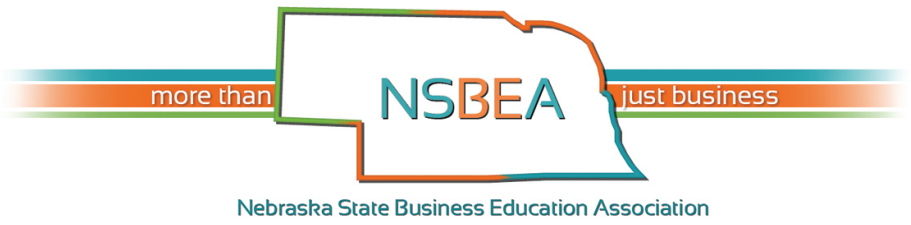
NSBEA

Officer & Committee Handbook



Nebraska State Business Education Association

Updated May 2016

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District Boundaries

The NSBEA calendar year begins on July 1 and ends on June 30. Committee appointments, unless otherwise stated in the bylaws, are one-year appointments. Elected Board members and Chairpersons/co-chairs of all standing committees are voting members of the NSBEA Executive Board and should make every effort to attend all board meetings. NSBEA Executive Board members are required to be paid members of NSBEA and NBEA.

President

Duties as listed in the NSBEA Bylaws:

1. Preside at all meetings of this Association and the Executive Board.
2. Name the appointed officers by July 1 subject to the approval of the new Executive Board.
3. Appoint all standing and special committees with the approval of the Executive Board.
4. Approve all itemized bills for the payment of monies from the treasury with the approval of the Executive Board.
5. Issue the call to convention to all members and appoint all convention committees.
6. Represent NSBEA at appropriate meetings.
7. Be ex officio, a member of all committees except the Nominating Committee.

Timeline of Duties:

April – June (as President-Elect)

- Set a date and meeting site for the NSBEA Fall Conference and board meeting.
- By May 15, prepare a one-page flyer for NCE Conference that lists the dates and location of the fall NSBEA conference. Send to Bonnie Sibert for copying.
- Appoint Executive Board members, making all attempts to provide diversity on the Board. Get name of NAME President for the coming year. The M-PBEA President is included only when from Nebraska.
- Meet with the outgoing NSBEA President to get the President's files and discuss duties.
- Attend the NSBEA/NCE Conference for Officer Installation.
    - Bring copies of the NSBEA Directory for the coming year to the board meeting to verify addresses.
    - Present your budget for the coming year to the membership during the business meeting (approve through the Executive Board).
    - Provide Closing Remarks at the NSBEA Business Meeting as you begin your year as President.

July

- Take office "officially" on July 1.
- Submit new officers to NBEA Headquarters.
- Work with Fall Conference Chair(s), as necessary, to prepare for the Fall Conference.

August

- Write President's Message for the *NSBEA Today*.
- Continue coordination of Fall Conference.
- Send letters to board member's administrator in recognition of their service to the organization.

September

- Continue coordination of Fall Conference.
- Plan for Fall Executive Board meeting. Send an agenda and an updated directory to each board member (utilize Constant Contact).
- You will be receiving a set of M-PBEA award applications, via email. Forward those on to the NSBEA (for reference) and the M-PBEA/NBEA Awards Chairpersons immediately if mailed by NBEA. Send those copies to the M-PBEA/NBEA Awards Chairperson.
- Send via NSBEA Constant Contact a notice that the *NSBEA Today Fall Edition* is published to the web. Highlight featured articles and events.

October

- Attend the NSBEA Fall Conference.
- Preside over the Fall Executive Board meeting.
    - Bring copies of the agenda and the gavel to the meeting.
    - Bring copy of Board Directory to collect corrections.
    - File a copy of the agenda, minutes, treasurer's report, and committee reports in the President's Notebook.
- Attend the ACTEN Fall Board Meeting (you are an ex-officio member and are encouraged to join if not currently a member of that organization) and write an article for the ACTEN newsletter.
- File a copy of the fall issue of the *NSBEA Today* in the President's Notebook.

November

- Send via NSBEA Constant Contact a Thanksgiving Holiday message.
- Work with Nebraska Department of Education to coordinate plans for the NSBEA/NCE Conference in June. Continue this coordinated effort throughout the year, as needed.
- Follow up with the M-PBEA/NBEA Awards Chair to ensure that we have nominees in each category.
- Contact executivedirector@netasite.org to partner NSBEA with NETA. NSBEA has speakers (for sessions) and sets up a table at the NETA Conference.

December

- Write President's Message for the *NSBEA Today*.
- Send via NSBEA Constant Contact a winter holiday message.

January

- Attend the ACTEN Board meeting and write an article for the ACTEN newsletter.
- Authorize the treasurer to write a check for the FBLA Who's Who Award ($75).
- Make nominations for NBEA positions/committees. Start by emailing board members with available positions and solicit nominations. Then prepare nomination materials and mail back to the national office.

- Send via NSBEA Constant Contact a notice that the *NSBEA Today Winter Edition* is published to the web. Highlight featured articles and events.

February

- File *NSBEA Today* in the President's Notebook.
- Plan for Spring Executive Board meeting. Send an agenda to each board member.
- Contact NETA Executive Director for information on NSBEA Table at NETA Conference. Coordinate this with MPBEA Representative. Julie Moore -- executivedirector@netasite.org

March/April

- Preside over the Spring Executive Board meeting.
    - Arrange conference call with NDE; put out a call for committee reports to be sent and posted to NSBEA.org web site.
    - File a copy of the agenda, minutes, treasurer's report, and committee reports.
- Write President's Message for the *NSBEA Today*.
- Write an article for the *NSBEA Today* highlighting the events, awards, participation and activities of any NSBEA members at NBEA Annual Convention.
- Send via NSBEA Constant Contact a notice that the *NSBEA Today* Spring Edition is published to the web. Highlight featured articles and events.
- Follow-up with the NSBEA Awards Chairperson to ensure nominees for each category.
- Make plans to attend the NBEA Annual Convention. Request a list of Nebraska attendees and prepare an article for the *NSBEA Today* highlighting Nebraska members who earned awards, served on committees, presented, or were involved with the program.
- Invite the M-PBEA President to attend the conference/banquet.
- Continue coordination with the Nebraska Department of Education for the NSBEA/NCE Conference.
- Attend the FBLA SLC Awards program. You will receive an invitation to this event since NSBEA sponsors the Who's Who Award.
- Attend the NBEA Annual Convention. There will be a President's breakfast that you should attend. Keep records of all conference expenses (airfare, hotel, registration, and meals) to submit to the NSBEA treasurer for reimbursement (may be partial depending on whether the President-Elect and/or the Membership Director attend as all three split the budget dollars for this conference).
- Confirm with NSBEA Awards Chairperson that all awards are ordered through Awards Unlimited in Lincoln (see this committee description for awards).

May

- Plan for the June Executive Board meeting. Send an agenda to each board member.
- Make plans to attend the M-PBEA Conference.
- Prepare the NSBEA/DPE banquet program. This will include the banquet agenda and the business meeting agenda. Share banquet script and printed program with Nebraska Department of Education.
- Order gift for Past President—a small brass letter opener. Awards Unlimited in Lincoln is used for the awards. Contact Information is 1935 "O" Street, Lincoln, NE

68510-1036, Phone: 800-950-3553 or 402-474-0815, Fax: 402 474 3782. The sales contact for our account in 2016 was Theresa. Pick up gift or coordinate with a member of the Awards Committee for pick up. Bring to NCE Conference.

- Coordinate with the Past-President an annual review of the NSBEA Officer & Committee Handbook. Use NSBEA Constant Contact and the NSBEA website to distribute current handbook and ask for officer and committee member reviews. Have an updated NSBEA Officer and Committee Handbook prepared for the June NSBEA Board Meeting.
- Prepare the President's files for the incoming President. Update Past Presidents listing, etc. If possible, prepare electronic files of all of the documents that you have updated/ changed to pass along to the new president.

June

- Attend the NSBEA/NCE Conference.
    - Stand and be recognized at the BMIT Career Field Luncheon.
    - Sit at the head table for the NSBEA/DPE Banquet. Be sure to recognize new attendees to the conference. Provide some end-of-year remarks as well as introductions of each presenter. Prepare the agenda for the business meeting.
    - Preside over the annual business meeting and installation of officers.
    - Recognize new attendees at NSBEA/NCE Conference.
- Preside over the Executive Board meeting.
    - Bring copies of the agenda and the gavel to the meeting.
    - File a copy of the agenda, minutes, treasurer's report and committee reports in the President's Notebook.
- Pass the gavel, President's Notebook, and materials on to the incoming President.
- Attend the ACTEN meeting.
- Send an NSBEA Constant Contact and BMIT listserve announcement summarizing awards and scholarships given at NCE Conference.
- Attend the M-PBEA Conference and provide NSBEA report.
    - Keep records of all conference expenses (airfare, hotel, registration, and meals) to submit to the NSBEA treasurer for reimbursement (may be partial depending on whether the President-Elect and/or the Membership Director attend as all three split the budget dollars for this conference, as well as a stipend for the Student Teacher of the Year).
- Send the annual meeting notes with the election of officers and a letter with list of upcoming officers to UNION BANK to have on file. Send to: Union Bank & Trust, 121 South 13th Street, Lincoln, NE 68508.

President-Elect

Duties as listed in the NSBEA Bylaws:

1. Perform the duties of the office of President in the absence of the President.
2. Succeed to the office of President for the unexpired term in case of a vacancy in that office.

General Duties:

- Assist president in anyway deemed necessary.
- Attend all conferences if possible: Fall Conference, NCE Conference, NBEA Conference (will be reimbursed for a portion of your expenses), NCE Conference, and M-PBEA Conference (will be reimbursed for a portion of your expenses).
- Write an article for each newsletter: Fall, Winter, and Spring issue.
  - Deadlines are September 1, January 1, and April 1.
- Find persons to fulfill all committees for the executive board during the year you'll be President.
- Develop the NSBEA budget (July 1 - June 30) for the year you'll be President, to be presented at the annual meeting as part of the spring conference.
- Go to Union Bank with Treasurer to create a signature card.

Timeline of Duties:

June
- Attend the NCE Conference. If this conference represents the NSBEA Annual Conference, election and installation of President-Elect will take place at this conference.

July
- Officially take office of President-Elect on July 1.
- Receive any materials from the previous president-elect and discuss duties.

August
- Prepare newsletter article for the fall issue of the *NSBEA Today* -- due September 1.

September - October
- Attend the NSBEA Fall Conference/Board Meeting.

November - December
- Prepare newsletter article for the winter issue of the *NSBEA Today* -- due December 1.

January
- Start looking for members to serve on your board.
  - Request membership list from NSBEA Membership Director.
  - Review the list of members and find potential candidates willing to serve on the board (and will do the work). There is a nominating committee for the elected officers.
  - Contact current board members to see if they are willing to serve another term.
  - Contact potential candidates to fill positions that will be open.

- Select conference chairs for the fall conference and determine date. Contact Department of Education-Business Division for available dates.

February

- Make plans to attend the NBEA Annual Convention.
- Continue work on fulfilling NSBEA board committees and set fall conference date.
- Begin working on NSBEA budget for the following fiscal year.

March - April

- Prepare newsletter article for spring issue of the *NSBEA Today* -- due April 1.
- Attend the NBEA Annual Convention.
  - There is a President-Elect training session you're encouraged to attend, usually on the Tuesday preceding the conference. You'll be reimbursed for part of your expenses.
- Continue work on fulfilling NSBEA board committees and setting conference dates and continue working on NSBEA budget for the following fiscal year.
- Participate in the spring NSBEA board meeting conference call.
  - Have conference dates approved by the board, if available.

May

- Order plaque for outgoing president (Awards Unlimited—1-402-474-0815). You may have to pick the plaque up or see if someone in the Lincoln area can do so. Usually, someone is designated to pick up all plaques that will be given out during the spring conference. The address is 1935 O St., Lincoln.
- Finalize the July 1 - June 30 budget for your term as president.
- Prepare for any duties needed at the summer conference. Discuss those with the president. Those may include the following:
  - Write prayer to be given by you at the NSBEA Banquet at the NCE conference.
  - Prepare closing remarks for the closing of the conference (following the NSBEA business meeting and installation of officers).

June

- Attend the NSBEA/NCE Conference and executive board meeting.
  - Present your budget to the board for input. Make copies to present the budget at the annual business meeting for membership approval.
  - Bring copies of the following year's board directory to the executive board meeting for address verification.
  - Bring the President's plaque to the conference (or make arrangements) and present to the President prior to your closing remarks after the business meeting.
  - Provide closing remarks at the end of the business meeting and installation of officers.
  - Assist, as needed, with the President's Reception, which is combined with the Tuesday evening BMIT Social.
- Attend the M-PBEA Annual Conference as President-Elect (your term as President doesn't officially start until July 1). You're encouraged to attend the LDI sessions at Mountain-Plains and will be reimbursed for part of your expenses.

Secretary

Duties as listed in the NSBEA Bylaws:

1. Record the minutes of all meetings of this Association and the Executive Board.
2. Assist the President in any correspondence.
3. Maintain an electronic permanent file of the minutes of all meetings of this Association and the Executive Board.
4. Keep consolidated annual reports on file for at least five years.

Timeline of Duties:

July

- Type up the minutes to be approved by the individuals appointed by the President.

October

- Attend the NSBEA board meeting held during the Fall Conference. Report the minutes from the June board meeting and business meeting. Record the minutes for the meeting held following the Fall Conference.

November

- Type up the minutes to be approved by the individuals appointed by the President.

March/April

- Participate in the board meeting to be held sometime in March or April. Report the minutes from the October board meeting. Record the minutes for the meeting held in March or April, which is usually a conference call. Be prepared to do roll call.

May

- Type up the minutes to be approved by the individuals appointed by the President.

June

- Attend NSBEA board meeting held during the NCE Conference. Report the minutes for the previous meeting. Record the minutes for this meeting. Record minutes for the business meeting held during the NCE Conference.

Treasurer

Duties as listed in the NSBEA Bylaws:

1. Be responsible paying the bills of the organization.
2. Present an audited report of the finances of the Association and provide for safekeeping of any monies belonging to the Association.
3. Submit a financial statement with a budget comparison at the meetings of the Executive Board and upon request of the President.

Timeline of Duties:

June

- Provide treasurer information to auditing committee for audit of books.
- New treasurers (in election year) – arrange location and meeting date to do trade off of books, switch over signature and bank information to new treasurer and/or pertinent officers needing access to account information.
- You will need to change the following with U.S. Bank:
    - Checking account
    - Savings account
    - Certificate of Deposit
    - Visa Debit Card
    - Online Banking user information
        - During 2006, 2007, 2008, and the first part of 2009 the main U.S. Bank is located in the Super Saver Grocery, 2525 Pine Lake, Lincoln, NE 68512.
    - If the current treasurer is located in a town with a U.S. Bank branch, it is highly advised to develop a working relationship with a personal banker at a nearby location.
- Create a financial summary to be presented at June board meeting (held at NCE Conference).
- Correspond with Membership Director regarding any changes that may be taking place – make arrangements with new members in these board positions. Encourage membership director to file any requests for reimbursement with the treasurer for expenses incurred.
- Prior to June board meeting, remind all board members to submit any expenses to you.

Regular treasurer duties:

- Provide up-to-date financial information to President and any board members in need (could be provided at any time during year).
- Make deposits as needed for conference revenue, membership dues, etc.
- Handle Membership Director dues transfers in a prompt fashion.
- Document each transaction and keep records available for audits.
- New treasurer – discuss systems with previous treasurer for record keeping and developing a system of accuracy and simplification.
- Former treasurer – assist new treasurer as much as possible to ensure a smooth transition for the entire board.

- Write and issue checks on an as needed basis. Communicate with board members to provide you with the needed information and documentation for issuing checks
- Reconcile the bank accounts as statements become available.
- With the use of online banking, print out copies of cancelled checks on a monthly basis and file copies with transactions for audit verification.
- Verify web hosting transaction fee – automatic draft from visa debit card.
- Verify any visa debit card transactions that may have occurred. Typically, this card is to be used for automatic payment of the web hosting fee, but may also be used is cases of hotel deposits for conferences or making payments where checks are not accepted.

July

- Complete all regular treasurer duties.
- Verify payments to all conference vendors (if a conference was held during the month of June).

August

- Complete all regular treasurer duties.

September

- Complete all regular treasurer duties.
- Check with Scholarship Chair for the address of the student teacher, who is the recipient of the Gordon Culver $500 scholarship check. (This check needs to be sent out early in the student teacher's semester fall or spring.)

October

- Complete all regular treasurer duties.
- Prepare a financial summary to be presented at Fall Board Meeting.

November

- Complete all regular treasurer duties.

December

- Complete all regular treasurer duties.
- Typically a check will be issued at the end of December or in early January to Nebraska FBLA for NSBEA sponsorship of the Who's Who award. After verification is received, the funds need to be sent to FBLA's third-party accounting firm and a copy to Jacqui Garrison, FBLA State Adviser.

January

- Complete all regular treasurer duties.
- Check with Scholarship Chair for the address of the student teacher, who is the recipient of the Gordon Culver $500 scholarship check. (This check needs to be sent out early in the student teacher's semester fall or spring.)
- Coordinate with the NCE Conference chairs any potential reimbursement needs.

February

- Complete all regular treasurer duties.

March

- Complete all regular treasurer duties.
- Prepare financial summary for spring board meeting.
- Plaques are ordered and direct billed to NSBEA. Awards Unlimited, Lincoln, Nebraska, has a charge account set up for us. Notify Awards Unlimited regarding any purchases that may need to be paid for. Verify any payments with the ordering board member before paying Awards Unlimited (or any vendor).

April

- Complete all regular treasurer duties.
- Discuss with president who is to receive reimbursement regarding an NBEA conference delegate. Make sure recipient provides all necessary documentation of conference expenses.

May

- Complete all regular treasurer duties.
- Verify all transactions associated with NCE conference. Ensure all conference chairs and board members have your address as a billing address, and encourage board members to send you all information regarding any charges that may take place in the name of NSBEA.
- Prepare to close out all temporary accounts set up to track income and expenses throughout the fiscal year. This will need to be done following the audit and the completion of the current year.

June

- Complete all regular treasurer duties.
- Prepare a financial summary to prepare at the June Board meeting.
- Prepare Annual Expense summary within budget categories as determined by the President.

Membership Director & State Representative to the M-PBEA Executive Board

Duties as listed in the NSBEA Bylaws:

1. Perform duties as directed from actions of M-PBEA of the M-PBEA Executive Board.
2. Promote the best interests of the NSBEA in matters concerning M-PBEA.
3. Serve as State Membership Director.
4. Keep an accurate record of the collection of dues for NSBEA.

Duties as listed in the M-PBEA Bylaws:

The State/Province Representatives shall be membership directors for their state/province. Specific duties are:

1. Attend all meetings of the M-PBEA Executive Board.
2. Obtain a proxy if unable to attend called Executive Board meetings and then notify the Association President and/or the M-PBEA Executive Secretary.
3. Serve as the NBEA State Membership Director and provide leadership in the following activities:
   (a) Develop and implement plans that will result in the assurance that potential members of NBEA within the state/province are contacted personally with an explanation of the values of becoming a member of NBEA, the regional and state/province business education association, with an invitation to join.
   (b) Prepare and submit periodic reports, as specified, to the NBEA Regional Membership Director, the M-PBEA Executive Board, and the Executive Board of the state/province business education association.
   (c) Perform such other duties as are pertinent to the position.
4. Keep state/province association officers informed of all business affecting the state/province association as a result of M-PBEA Executive Board action.
5. Help promote attendance at the annual M-PBEA conference.
6. Inform the State/Province Association Newsletter Editor and M-PBEA Newsletter Editor of all pertinent news items for possible publication.
7. Encourage the state/province to send three persons representing the State/Province Association to the Leadership Development Institute each year. Representatives should include no more than one business teacher education student. If a student is unable to attend the Leadership Development Institute, a first-year teacher might be considered. Other representatives may include a state/province association member and a state/province Delta Pi Epsilon Chapter(s) member.
8. Keep the M-PBEA Executive Board informed of pertinent state/province activities by submitting a written report at each Executive Board meeting.
9. Perform other duties as directed from action of the M-PBEA Executive Board.
10. Send original receipts to M-PBEA treasurer for reimbursement of Promotional expenses before June board meeting.

General Duties:

- Make labels addressed to treasurer
- Make labels addressed to membership director at national office
- Make labels addressed to ACTEN membership director at state office
- Make labels addressed to yourself
- Samples of all materials are in folders or notebook
- Send out monthly notices (except for June), to remind members that their NBEA dues were due the next month
- Send copies of what you do for membership recruitment to the NBEA Representatives from the M-PBEA Board and the national office (supposed to share with NBEA reps every quarter)
- Call or email NBEA office occasionally for lapsed members and current members. You may want to get a list of current members at least four times a year especially since most people pay their NBEA dues directly to NBEA. NBEA Member and Program Development Director's mailing information:
    - NBEA
      Jeri Werner, Member and Program Development Director
      1914 Association Drive
      Reston, VA 20191-1596
      Phone: 703-860-8300
      Fax: 703-620-4483
      e-mails: jwerner@nbea.org jtreichel@nbea.org nbea@nbea.org

- Promotion/recruitment of NSBEA/NBEA through Constant Contact, BMIT list serve, post cards, letters, etc. ($350 available through M-PBEA for recruitment/promotion materials of NBEA members)

Timeline of Duties:

July – August

- Prepare reminder notices for mailing end of July or first of August—Include that if they pay their dues by September 30 their name will be entered into a $15 cash drawing (do two drawings—one for those who pay at NCE or before and one for those who pay after NCE and before September 30).
- Prepare college brochures for mailing end of August or first of September: Includes introduction letter, student brochures, and could also include Student Teacher of Year application.
- Send contact person at the Nebraska Department of Education, Lincoln Public Schools, and Omaha Public Schools a camera-ready copy of the membership brochure for their workshops.
- Ask for membership roster from NBEA for newsletter.
- Prepare newsletter material:
    - Article
    - Membership list (NSBEA and NBEA)

- Membership application
- Labels (members and honorary) SORTED BY ZIP CODE for post cards
- Send all to the newsletter editor

September – October

- Mail information to college instructors, teacher education programs, etc., if you did not do so last month. Correspondence should include information about joining NSBEA/NBEA and applying for the Culver scholarship and student teacher of the year. Make sure the information includes to whom they get the application form for both and that they must be a member of NSBEA and NBEA to be considered for both the scholarship and student teacher of the year award. Bonnie Sibert can provide a current list of BMIT methods teachers.
- Put above information on the listserve for cooperating teachers.
- Write articles for *Notes and Quotes* -- M-PBEA DEADLINE IS OCTOBER 15.
- October—Draw names for membership drawing(s)—one for NCE Conference (if not already done) and one for those who paid by September 30. Place winners on listserve. Email treasurer (treasurer to send check to recipients).
- Fall board meeting—
  - Prepare report for meeting.
  - Take letterhead to meeting if needed.
  - Provide district reps with names (labels and emails)—they can send out personal messages to people in their district who have not paid; provide sample recruit form.
  - Prepare reimbursement form for NSBEA treasurer.

November – December

- Attend NSBEA Fall Conference.
- Send out reminder notices for members who have NOT paid (usually have the district reps do this mailing/contact) You may put a message on the listserve to encourage payment.
- Good time to send out for NBEA also (combine the two) Ask for lapsed labels from Linda.
- Send out reminder for NSBEA members who have not paid dues.
- Have district reps send out notices to names of individuals you gave them at Fall board meeting.
- Attend M-PBEA Fall board meeting in Kansas City—prepare report for board meeting about news from Nebraska and what you are doing for membership as the Nebraska rep.
- E-mail on listserve regarding student teacher of the year award and scholarship to cooperating teacher—deadlines, forms, etc.
- E-mail to student teachers regarding student teacher of the year by sending electronic message to BMIT teacher educators (Bonnie can provide up-to-date contacts).
- Newsletter article for *NSBEA Today*—methodology article and recruitment article.
- Memo reminder to college instructors regarding student teacher of year.

January – February

- Rubrics to select student teacher of year is included in folder.
- Request current NBEA list from NBEA for March board meeting.
- Email on listserve or a mailing reminder to pay NBEA or NSBEA dues.

- Contact NETA Executive Director for information on NSBEA Table at NETA Conference. Coordinate this with MPBEA Representative. Julie Moore -- executivedirector@netasite.org

March

- Prepare report for Spring board meeting for membership and what is new from M-PBEA.
- Provide district reps with names of lapsed members so they can do another mailing.
- Prepare reimbursement form for NSBEA treasurer.

April

- Add new honorary names to the database—recognized at NCE Conference.
- Print honorary and professional member labels for post cards for notice of newsletter is ready on-line (SORT BY ZIP).
- Remind members to pay their dues at the NCE Conference.
- Attend the membership director's meeting at NBEA. A portion of your expenses will be reimbursed by NSBEA.
- Provide up-to-date membership list to Bonnie Sibert by April 15 so she can validate BEST awards.

May

- Request current membership list from NBEA to have ready for NCE Conference
- Request stickers, flyers, promotional materials, etc., from national office to have ready for INVEST Conference
- Revise and duplicate membership brochure for NCE Conference.
- Buy card stock to make or have made membership cards.
- Prepare personalized membership sheets for each current member—wider label with name, address, school, etc., stuck on the sheet.
- File the above alphabetically in notebook for ease in location during NCE Conference.
- Send e-mail to president-elect of M-PBEA inviting them to attend Nebraska state conference the following year.

June

- Man membership booth/table at NCE Conference on Tuesday (all day); can ask district reps to help man if you need or want to attend a session ($15 cash drawing when paying dues at NCE).
- E-mail M-PBEA president about deadlines for NSBEA newsletters—see if he/she will write a letter for our newsletter.
- Attend M-PBEA summer board meeting and M-PBEA Conference—prepare report for board meeting about news from Nebraska and what you are doing for membership as the Nebraska representative. A portion of your expenses will be reimbursed by NSBEA.
- Prepare reimbursement form for treasurer of M-PBEA.

District and Postsecondary Representatives

Duties as listed in the NSBEA Bylaws:

1. Promote the best interests of their Districts in matters pertaining to NSBEA and NBEA.
2. Assist the State Membership Director in promoting membership for both NSBEA and NBEA.
3. The Immediate Past District Representative and Postsecondary Representative shall assist and advise the newly elected District and Postsecondary Representative.
4. When the membership of an NSBEA District shall reach fifty-one (51), that district shall be entitled to two (2) Representatives. When the membership of any district shall reach one hundred one (101), that district shall be entitled to three (3) representatives.

Timeline of Duties:

July – August

- Meet with Membership Director to discuss duties responsibilities.
- Gain address labels for members in your district from the Membership Director.

September – October

- Recruit members from your district—new and past! Promote NSBEA to members from your district. Send e-mail/letter to potential new members. Send e-mail/letter to previous members who have not paid their dues.
- Submit information/articles to *NSBEA Today*editor—due September 1.
- Encourage and promote attendance at the Fall Conferences. Send personal notes, email, and/or make phone calls to encourage your professional friends to attend.
- Attend the NSBEA Executive Board Meetings and NSBEA conferences.
- Encourage members to also join NBEA.
- Offer to serve on convention/conference committees and assist in any way possible.
- Keep track of correspondence and complete a notebook to pass on to the next elected District Representative.

November – April

- Continue recruitment efforts.
- Submit information/articles to *NSBEA Today* editor—due January 1 and April 1.
- Attend the NSBEA Executive Board Meetings and NSBEA conferences.
- Nominate members of your district for Leadership Development Institute, Executive Board positions, committee positions, awards, etc.

May – June

- Continue recruitment efforts.
- Update your notebook to pass on to the next elected District Representative.
- Help Membership Chair at NCE Conference by collecting dues.

Recruitment: Business educators across the state can be found in the Nebraska Education Directory. If you do not have a copy, you can find a copy on the Nebraska Department of Education Web site. You can send your recruitment brochure/letter/flyer to the attention of the

business teacher and hopefully make a contact in that way. Bonnie Sibert also has a database of business teachers.

Immediate Past President

Duties as listed in the NSBEA Bylaws:

1. Act in an advisory capacity when called upon.
2. May serve as a voting member of the Executive Board for one year.
3. Organize and facilitate the leadership training session.

Timeline of Duties:

June
- Attend the NSBEA board meeting and business meeting. Make sure you handed over your President materials to the new president.
- From the immediate past-president, collect the database of executive board members and continue to update it with your own board members.

July
- Begin thinking about what you want to do for your Leadership Development Training.
- Money is available in the "Conference Expenses" line item in the budget. You have approximately $150.00 to spend.

August/September
- Continue planning, organizing, and preparing materials, speakers, etc. for the LDI.

October
- Attend the NSBEA board meeting. Encourage board members to attend the LDI.

December
- Verify room arrangement for LDI with Department of Education if spring conference is held in conjunction with the NCE conference.

January
- Contact individuals to present a session at your LDI. Submit an article for the *NSBEA Today* to encourage members to participate in the LDI.
- Extend formal invitations to potential LDI participants. Ask board to suggest names of BMIT teachers to be invited. Ask Bonnie Sibert to forward list of new 1 to 3-year teachers.

February
- Continue making plans and contacts for the LDI.

March/April
- Participate in the NSBEA board meeting. Report progress thus far on the LDI.

May
- Finalize plans for the LDI—room (through NDE), speakers, snacks, certificates, etc.

June
- Preside at the Leadership Development Training held during the NCE Conference. Attend the NSBEA board meeting and business meeting. Present a report about the LDI.
- Introduce LDI participants and present a certificate to the participants. Be prepared to say a few words about the LDI experience or have one of the participants give a summary about LDI.

- Pass on the database of executive board members to the new past-president.

July

- Submit an article about LDI, participants, speakers, etc., to the *NSBEA Today*.
- Contact the current president to update the Board Archive List to add members who are now serving a position on the board.
- Add individuals who participated in your LDI to the Board Archive List.
- Send letters to administrators of LDI participants notifying them of their selection.

Parliamentarian

Duties as listed in the NSBEA Bylaws:

1. Advise, when requested, the President on correct parliamentary procedures.
2. Assist the President in preparing for meetings of the Association and Board.
3. Assist with amendments to and revisions of the Constitution and Bylaws.
4. Serve as a non-voting, ex-officio member of the Board.
5. Attend meetings of the Association and Executive Board.

The Parliamentarian serves in a non-voting, advisory capacity.

Timeline of Duties:

June - August
- Assist President in setting up the agenda, if necessary, for the fall board meeting.

September
- Provide script to the President for the fall board meeting.

October
- Attend the fall board meeting to assist the President in conducting the meeting.

November - March
- Assist President in setting up the agenda, if necessary, for the spring board meeting.

April
- Provide script to the President for the spring board meeting.
- Consult with President-Elect, if necessary, on issues for the coming year, including any budget questions.
- Attend the spring board meeting to assist the President in conducting the meeting.

May
- Assist President in setting up the agenda, if necessary, for the spring conference board meeting and the annual business meeting.

June
- Provide script to the President for the spring conference board meeting and the annual business meeting.
- Attend the spring conference board meeting and the annual business meeting to assist the President in conducting the meetings.

Newsletter Editor

Duties as listed in the NSBEA Bylaws:

1. Edit and disseminate the NSBEA NEWSLETTER, at the direction of the President.
2. Receive from the Membership Director an up-to-date alphabetical list of NSBEA members and honorary members.
3. Maintain a list of other individuals entitled to receive the NSBEA NEWSLETTER.

General Duties:

- The job of the newsletter editor is to create and publish the *NSBEA Today* newsletter three times a year in October, February, and May.
- Email copies of the newsletter to the state presidents in M-PBEA, NBEA President, M-PBEA Presidents

Timeline of Duties:

July

- Determine the publication dates and deadlines for article submission for the coming year.
- Send out a notice using the NSBEA member and Constant Contact database about the publication article submission deadlines for the entire year. Tell how articles and/or photos should be submitted.

August - September

- Send a reminder notice about one month or earlier before the deadline submission asking for articles for the fall issue of *NSBEA Today*. Tell how articles and photos can be submitted for publication.
- Create the newsletter as articles and photos are received.
- Communicate with the NSBEA president to check to see if there are special topics or articles that need to be included in this issue. Also find out if there are any pressing deadlines/registration dates that might force an earlier publication deadline.
- Remind the NSBEA president and president-elect to submit the President's message and President-elect's message for the publication.
- Ask all board members to submit a minimum of one article for publication throughout the year.
- Send another request for articles one week before article submission deadline.
- Send draft of NSBEA Today to NSBEA president and to Bonnie Sibert for proofing.
- Email draft of newsletter to President and Bonnie for proof or last-minute changes.
- E-mail the finished newsletter in .pdf format to the NSBEA president and web page editor for publication on the web site and distribute through Constant Contact.
- Keep receipts for all costs and submit to the NSBEA treasurer for reimbursement.
- Once the newsletter has been published and the links are working properly on the NSBEA website, send an e-mail notice on the BMIT listserve telling the membership about the publication. Mail the postcards to those not on listserve.

- Topics for inclusion in the fall newsletter include the following: President's message, President-Elect's message, summary of spring conference (including award recipients, honorary memberships, leadership training workshops, new officers, and pictures), fall conference information (including registration form), NSBEA and NBEA membership lists and membership form (from Membership Director), calendar of events, award and scholarship information with deadlines, M-PBEA Conference highlights, miscellaneous teaching ideas, and submissions from district reps and DPE updates.

October

- Publish the fall issue of NSBEA on or around October 1.
- Attend the fall NSBEA Executive Board meeting. Prepare a newsletter report for the meeting.

November - December

- Communicate with the NSBEA president to see if there is a special theme or any particular article requests that should be made for the winter issue.
- Send out a request in early December for articles for the winter issue of *NSBEA Today* to be submitted by January 1.
- Send another reminder just before the winter holiday break.
- Begin creating the winter issue as articles are received.
- Topics for inclusion in the winter newsletter include the following: President's message, President-Elect's message, spring conference information, summary of the fall conference, NSBEA and NBEA membership lists (from Membership Director), award and scholarship information with deadlines, miscellaneous teaching ideas, and submissions from district reps and DPE updates, including Outstanding Member Award nomination form.

January

- One week before the article submission deadline send another article request reminder.
- Follow the same procedures as outlined for the fall issue previously for publication of the winter issue.

February

- Publish the winter issue of NSBEA on or around February 1.

March

- Communicate with the NSBEA president to see if there are any special article requests that should be made for the spring issue.
- Send out a request in early March for articles for the spring issue of NSBEA Today to be submitted by April 1.
- Topics for inclusion in the spring newsletter include the following: President's message, President-Elect's message, spring conference information (including information included with the fall issue if the spring conference is held prior to this deadline), FBLA/PBL SLC results, NSBEA and NBEA membership lists and membership form (from the Membership Director), award and scholarship information with deadlines, NBEA Convention highlights, miscellaneous teaching ideas, and submissions from district reps, and NCE Conference update from Nebraska Department of Education.

April

- Begin creating the spring issue as articles are received.
- Follow the same procedures as outlined for the fall issue previously for publication of the spring issue.

May

- Publish the spring issue of NSBEA on or around May 1.

June

- Attend the NSBEA Executive Board meeting held during the NCE Conference.
- Prepare a newsletter report for the executive board meeting.

Legislation Representative

Duties as listed in the NSBEA Bylaws:

1. The purpose of this committee is to translate the needs of Business Education to appropriate people in the legislative/government hierarchy as well as to consider ways to become more effective in influencing legislation affecting Business Education.
2. The President shall appoint the chairperson of the Legislation Committee.

General Duties

- Publish and disseminate timely announcement via the BMIT listserve concerning any recent legislation and/or legislative action that could impact business education.
- Encourage members to contact their state legislators and Nebraska delegation as appropriate or upon request.
- Prepare *NSBEA Today* articles.
- Complete other duties as assigned by the President.

Timeline of Duties:

July
- Assume office.
- Review responsibilities.
- Collect file of information from previous committee (or will this happen at summer meeting).

August - September
- Submit specific topics for inclusion in the *NSBEA Today* newsletter.

October
- Prepare a written and oral report for the NSBEA Executive Committee Fall meeting.
- Be present at one of the fall NSBEA meetings.
- Send thank you notes to all sponsors of NSBEA fall conference.

November - December
- Volunteer to serve as a facilitator for a session at the NCE Conference.

January
- Submit specific topics for inclusion in the *NSBEA Today* newsletter.

February - March
- Prepare a written and oral report for the NSBEA Executive Committee Spring meeting.
- Attend the spring NSBEA Executive Committee meeting.

April - May
- Provide the President-Elect with an updated copy of the Legislation Committee section of the Handbook for new Executive Committee.

June
- Participate in the NCE Conference, NSBEA Executive Board Meeting and other NSBEA activities occurring during the conference.

Scholarship Committee

Duties as listed in the NSBEA Bylaws:

1. The purpose of the Scholarship Committee is to select a recipient for the NSBEA/Gordon F. Culver scholarship offered by NSBEA. The scholarship would be awarded to a business education student who has Junior or Senior standing who has met the requirements of his/her institution for admission to student teaching and who will be student teaching in the next academic year.
2. Another scholarship shall be given to a current NSBEA member's child who will be or is attending an accredited post-secondary institution.
3. The selection committee shall consist of the Scholarship Committee. The committee will consist of two NSBEA members appointed by the President. The President shall appoint the chairperson of the Scholarship Committee.

General Duties:

- The scholarship chair is responsible for collecting applications for the three scholarships NSBEA awards annually.
  - The three scholarships are: the Kids of an NSBEA member scholarship ($250) and the Gordon F. Culver student teacher scholarship ($500), the Anthony Blum UNL Student Teacher Scholarship ($1,000).
  - The applicants for the Gordon F. Culver scholarship and the Anthony Blum scholarship must be a member of NSBEA and NBEA to qualify.
- The chair must:
  - Publicize that the applications are available.
  - Collect the applications.
  - Have the applications reviewed.
    - The Anthony Blum Scholarship applications will be reviewed by the Anthony Blum family.
  - Announce the winners at the NCE Conference NSBEA/DPE banquet.

Timeline of Duties:

June - August
- Assume office and get officer handbook materials from previous committee chair.

September
- Submit Article for NSBEA Today telling about the three scholarships available.
- Update information at NSBEA website. Contact NSBEA webmaster.

October - November
- Send a message via the BMIT listserve and through NSBEA Constant Contact to advertise scholarships. The deadline for the application is March 1.
- Send letter with Gordon F. Culver application to college business education methods instructors. They need to get these forms to students who will be student teaching in the

following school year (not the current school year). Get addresses from Bonnie Sibert at the Nebraska Department of Education. Make sure the application includes that they must be a member of NSBEA as well as NBEA to qualify.

- For the Anthony Blum Scholarship, send a message via e-mail to the UNL BMIT teachers to get forms to students who will be student teaching in the following school year (not the current school year). To receive the Anthony Blum Scholarship, they must be a member of NSBEA and NBEA.

January

- Send reminder to Bonnie Sibert to forward to BMIT methods distribution list.

February

- Form a committee--need to find at least two other NSBEA members to serve on the committee. All they do is evaluate the Kid's Scholarship and the Culver Scholarship applications in March and send you their results.
- The Blum Family will select the winner of the Anthony Blum Scholarship. Send Anthony Blum Scholarship applications to:

  Jane Blum
  536 27 Road
  Hildreth, NE 68947
  Email:blujan1962@gmail.com
  Cell phone: 308-830-1917

March

- Send copies of the applications to your committee members and give them a deadline (a couple of weeks or so) to evaluate them. You want the information back by the end of March so you have time to notify the winners and invite them to attend the banquet to be recognized. It's also nice for the high school winner to know so they can include it in their list of scholarships at graduation time.

April

- Notify the winners and those who didn't receive the scholarships also. The winners will receive two complimentary lunches at the NSBEA Awards banquet for themselves and a guest. Other family/friends are welcome to attend with them, too, but will have to be paid for by them. Work out details for extras with the NSBEA President and Bonnie Sibert if the banquet is held in conjunction with the NCE Conference.

May

- Prepare the certificates for each winner.
- Contact the NSBEA Treasurer for $250 Check for the NSBEA Kids Scholarship. This check is given at the banquet.
- Prepare a verification form for the $500 Culver winner and $1,000 Anthony Blum Scholarship winner to send to you in August/September (or January) for the money. Contact treasurer again after you receive the verification form to have the check sent to recipient or to you if you want to send it with a letter.
- Write a short speech for each recipient to be given at the banquet.
- By May 15, submit names (and guest) to Bonnie Sibert of the scholarship winners who plan to attend the NSBEA/DPE Banquet. She will submit their meal count IF they are not already registered for the banquet.

June

- At NSBEA Awards Banquet--present all three scholarships.
- Send press release to person in charge of website and NSBEA newsletter.

Honorary Membership Chairperson

Duties as listed in the NSBEA Bylaws:

1. The President shall appoint the Chairperson of the Committee.
2. The Honorary Membership Chairperson will work closely with the NSBEA Membership Chair as well as Bonnie Sibert at the State Department of Education in obtaining a list of potential retirees who may qualify for honorary membership.

Qualifications for Honorary Membership:

Honorary membership may be granted to persons who at the time of their retirement have been involved in business education in Nebraska and have been members of NSBEA for a period of at least five consecutive years immediately prior to retirement.

Timeline of Duties:

July - August

- Assume office and get officer handbook materials from previous committee chair.

September - October

- Use the NSBEA listserve, NSBEA Constant Contact, *NSBEA Today*, and *This & That* (Nebraska's Department of Education newsletter for Business Education) as communication tools to generate a list of retirees who may be eligible for Honorary Membership in NSBEA (see Officer Notebook for sample).
- Make plans to attend the Fall Conference and board meeting.
    - Gather names of retirees from fellow board members.

November – March

- Continue gathering names of retirees who may be eligible for Honorary Membership.
- Make plans to attend the spring board meeting (and conference if offered at this time). Gather names of retirees from fellow board members.
- Upon receiving names, send this list to the NSBEA Membership Director to verify the retiree's NSBEA membership for the past five consecutive years prior to retirement.

April

- Make plans to attend the spring board meeting via a conference call.
    - Submit names of those retirees who qualify for Honorary Membership in NSBEA.
- Upon receiving a confirmation list of nominees from the NSBEA Membership Director, send the nominees: (see Officer Notebook for samples)
    - A letter of invitation to the NSBEA/DPE Awards Banquet (and a guest) for free meals.
    - To the NCE Conference website where they can see conference offerings inviting them to come and enjoy the conference.
    - A copy of the conference offerings inviting them to come and enjoy the conference.
    - Questionnaire (info will be used for introductions of recipients).

May

- Prepare for recognition of Honorary Members at the spring conference with the following activities: (see Officer Notebook for samples)
  - Type a script containing information from the questionnaires to introduce the recipients.
  - Type certificates (include a frame) to present to each recipient.
    - The script and certificates should be completed one week prior to the conference.
- By May 15, send names (and guest) to Bonnie Sibert so she can add them to the NSBEA/ DPE Banquet meal count and register guests online.
- Prepare a committee report to be presented at the NSBEA board meeting at the NCE Conference (see Officer Notebook for sample). This report can be presented verbally at the board meeting. The committee report should be completed at the same time as the script and the certificates—one week prior to the conference.

June

- Attend the NSBEA/NCE Conference.
- Present the Honorary Memberships to qualified recipients at the NSBEA/DPE Banquet during the NCE Conference.
  - If you will be unable to attend, please find someone to present the Honorary Membership for you.
- Submit a bill to the NSBEA Treasurer for the cost of the frames.
- Send follow-up correspondence to the recipients including:
  - A thank you note for attending the banquet.
  - A thank you for their service to business education in Nebraska
  - A picture of the honorees attending the banquet
  - A Constant Contact email inviting retirees to consider making a monetary contribution to the NSBEA Foundation

NSBEA & Service Award Committee

Duties as listed in the NSBEA Bylaws:

1. The purpose of the committee is to administer the distribution and collection of application forms for student teacher of the year, rookie of the year, outstanding secondary business teacher, post-secondary business teacher, college or university business teacher, business industry, administrator or supervisor, and service award recipient.
2. The committee will consist of two members. The committee and chairman shall be appointed by the President to serve a two-year term.
3. The committee will appoint an anonymous selection committee of three current or honorary NSBEA members to determine the award recipients.
4. The committee will be responsible for also submitting award entries to the M-PBEA and NBEA Awards Committee.

Notes:

- The Student Teacher of the Year will receive a $150 stipend from M-PBEA to attend the M-PBEA LDI and a $50 voucher for next year's M-PBEA Conference if attending the entire conference. NSBEA will also pay up to $250 of this person's M-PBEA expenses.
- All award nominees must be a member of NSBEA and NBEA to qualify for an award.
- Awards Unlimited in Lincoln is used for the awards. Contact Information is 1935 "O" Street, Lincoln, NE 68510-1036, Phone: 800-950-3553 or 402-474-0815, Fax: 402-474-3782. Order and pick up awards and bring to NCE Conference.
- The following awards are presented:
  - Service Award – Clock
  - Outstanding Collegiate Teacher – Plaque
  - Outstanding Post-Secondary Teacher – Plaque
  - Outstanding Secondary Teacher – Plaque
  - Middle School Teacher – Plaque
  - Rookie Teacher of the Year – Plaque
  - Outstanding Student Teacher of the Year – Plaque
  - President – Plaque with gavel
  - Past President – Small Brass Letter Opener
  - Outstanding Institution, Organization, Business Firm - Plaque
  - Outstanding Administrator or Supervisor – Clock

Timeline of Duties:

June

- Obtain committee duties/guidelines from the previous committee member.
- Submit an article for the *NSBEA Today* about the award winners.

September/October

- Send a letter or email to college advisors/teachers to request nominations for student teacher of the year. Remind them of the membership in both NSBEA and NBEA. Contact Bonnie Sibert for an updated database.
- Attend the NSBEA board meeting held during the Fall Conference.

November

- Submit a request on NSBEA Constant Contact for members to nominate others for the NSBEA awards. Include the nominations of student teachers as well.

February

- Write an article for the *NSBEA Today* to encourage members to make nominations for the awards.
- Send applications to all nominees or inform the applicant that the forms may be found on the NSBEA Web site.
- Deadline for applications should be no later than April 1 if the conference is held in June.

March/April

- Attend the NSBEA board meeting. Submit a written report to board.
- Reminder on NSBEA Constant Contact regarding application for all awards.

May

- Anonymous selection of winners. Call Awards Unlimited to make the plaques.
- Invite the student teacher of the year to attend the banquet. The student will receive a free meal in addition to one free meal for one guest.

- By May 15, notify Bonnie Sibert of all award winners. Work with Bonnie to determine if winners have registered for the NSBEA/DPE Banquet. Letters will need to be sent to the winners to guarantee their presence and to confirm meal counts for him/her and a guest. Two comp banquet meals are available for each award winner. Additional guests will be assessed the banquet fee.

- Notify the award recipient's administrator about the award.

June

- Pick up the awards from Awards Unlimited.
- Prepare the short bio to read during the presentations of the awards.
- Present the awards at the NSBEA Banquet during the June conference.

July

- Give the incoming committee member all materials/guidelines needed for this committee.

NBEA & M-PBEA Awards Committee

Duties as listed in the NSBEA Bylaws:

1. The M-PBEA and NBEA Awards Committee is to administer the distribution of application forms for the NBEA and M-PBEA Awards. The committee will disseminate the forms to the past two years' state winners.
2. The committee will consist of two members. The committee and chairman shall be appointed by the President to serve a two-year term.

Timeline of Duties:

July/August

- Receive materials and committee handbook from previous committee (if attending the NCE Conference in June, this transfer can be made there).
- Find out whom the current year and past year's state award winners were for each category from the NSBEA Awards Ceremony held at NCE June Conference (contact the NSBEA Award Committee to get their application materials as copies of these are sent to each applicant, research the web site).
- Check to see if any previous NSBEA winners were recognized at the M-PBEA Conference. If so, they will need to be sent national nomination forms (exception: Rookie of the Year Award).
- Note: According to NBEA guidelines, any applicant for an NBEA award must have attended at least three of the last seven national conferences.

September/October

- Download the *NBEA* nomination forms from the NBEA website. Look under the "Professional Opportunities" link for award information.
- Download the *M-PBEA* nomination forms from the MPBEA website. Look under the "Awards" link.
- Verify names and addresses of spring *NSBEA* award winners for the past two years. Utilize the Summer/Fall *This & That* issue and/or *NSBEA Today* newsletter, NSBEA web site, and NSBEA Awards committee.
- Acquire last spring's *NSBEA* application forms from the NSBEA Service Award Committee Chairperson.
- Obtain NBEA member numbers from the NBEA membership director office.
- Complete Page 1 of the M-PBEA nomination form.
    - The committee member completing this process becomes the new nominator of the NSBEA winner for M-PBEA.
    - Mail the nomination forms and instructions to each nominee for completion; email any computer forms to applicants for ease in completion.
- Complete Page 1 of the NBEA nomination form.
    - The committee member completing this process becomes the new nominator of the NSBEA winner for NBEA.
    - Mail the nomination forms and instructions to each nominee for completion; email any computer forms to applicants for ease in completion.

- October 31 is the deadline to mail nomination forms, copy of *NSBEA* award application, and cover letter to applicants.
- Prepare report for NSBEA Board Meeting.

November

- Email applicants to encourage submission and see if they have any questions about the process.

December

- Applicant deadline to *NBEA* is December 1.

January

- Applicant deadline to *M-PBEA* is January 1.

March/April

- Prepare report for NSBEA Board Meeting.

May/June

- Prepare report for NSBEA Board Meeting.

Awards include:

- Rookie-of-the Year Teacher (for M-PBEA only)
- Outstanding Contribution to Business Education by a Middle School Business Teacher
- Outstanding Contribution to Business Education by a Secondary Business Teacher
- Outstanding Contribution to Business Education by a Post-Secondary Teacher
- Outstanding Contribution to Business Education by a College/University Teacher
- Outstanding Contribution to Business Education by an Administrator or Supervisor
- Outstanding Contributions to Business Education by an Institution, Organization, Business Firm, Government Agency, or an Individual associated with any of these groups (for M-PBEA only)

Nominating Committee

Duties as listed in the NSBEA Bylaws:

1. The Nominating Committee shall include at least three members with no NSEA District having more than one member.
2. The Nominating Committee shall present a slate of candidates at the regular state business meeting.

In recent history, the practice of the NSBEA Board is for the three most-recent past presidents to serve as the members of this committee.

Timeline of Duties:

July

- Obtain list of members from the membership director. Start thinking about individuals who will be possible officers for the next year.

October

- Contact other members of the nominating committee. Discuss possible candidates for the offices that need to be filled and device a plan for contacting individuals.
- Immediate Past-President should update the past board file and submit it to the incoming President and President Elect. Instruct the President Elect to use these names when they assemble their board in the spring. The file is in an Excel Spreadsheet named "Board Member Archive".
- Attend the NSBEA board meeting. Prepare and submit a report as needed.

November

- Start making contacts.

December/January/February

- Continue making contacts as needed.

March/April

- Participate in the NSBEA board meeting. Prepare and submit a report as needed. Have list of candidates ready to submit or ask for suggestions.

May

- Officer candidates should be finalized.

June

- Present the slate of officers to the members at the business meeting.
- Prepare written ballots if necessary.

July

- Contact the current president to update the archive document to add members who are now serving a position on the board.
- Contact the past president and have him/her add their LDI participants to the archive document.

Five-Year Planning Committee

Duties as listed in the NSBEA Bylaws:

1. Members of this committee shall consist of the last five living Presidents of NSBEA. The chairperson of this committee shall be the Past President serving the longest term on the committee
2. The purpose of this committee is to:
    a. Review annually the accomplishments of the Association.
    b. Review annually the long-range goals of the Association.
    c. Determine the Association's goals for the upcoming year.

Timeline of Duties:

The committee shall meet or communicate through email as many times as needed before the June business meeting to present any changes or additions to the long-range goals of the Association.

Archives Representative

Duties as listed in the NSBEA Bylaws:

1. The purpose of this Committee is to keep a scrapbook for display at conferences. newsletters, conference programs, pictures, and other material pertinent to the Association's activities would be included in the scrapbook. The scrapbook and appropriate materials will be put on display at the NCE Conference of the Association.
2. This committee would also keep an updated list of Leadership Training participants beginning with 1985.
3. The committee will also keep an updated accumulated list of members along with the offices they have held, committees they have served on, and awards/honors they have received beginning with 1985.
4. The President shall appoint the chairperson of the Archives Committee.

Timeline of Duties:

June

- Assume duties.
- Obtain the archives materials from the previous Archives chair.
- Attend the NSBEA conference. Collect programs as needed for the archives.

July

- Obtain pictures from the photographer to be included in the archives.

October

- Attend the NSBEA Fall Conference to collect programs, registration form, etc., for keeping in the archives.
- Attend the NSBEA board meeting. Prepare and submit a report as needed.

March/April

- Attend the NSBEA board meeting. Prepare and submit a report as needed. Obtain pictures from the photographer to be included in the archives.

June

- Pass on the archives materials to the new committee member.

Public Relations Committee

Duties as listed in the NSBEA Bylaws:

1. Publicize NSBEA related membership activities.
2. Be responsible for the development and maintenance of the NSBEA web page.
3. The President will appoint the Committee chairperson. The committee will consist of a minimum of four NSBEA members serving a two-year term. Each member should be responsible for one of the following areas: Webmaster, Social Media, Constant Contact Written correspondence (newsletter articles)

Public Relations Committee Members shall include the following:

1. Public Relations Committee Chair
2. Webmaster
3. Constant Contact Coordinator
4. Public Relations Support Representative

Timeline of Duties:

June

- Attend the NSBEA/NCE Conference and board meeting.
- Meet with past committee members to discuss duties and activities for the coming year. Divide up duties among the coming year's committee members.

July

- Update the NSBEA web site with new officer information, conference dates, and award winners.

August

- Update the NSBEA web site with available forms for awards and scholarships. E-mail those committee chairs for updates, if necessary.
- Include fall conference information on the web site as it is available. Remain in contact with Fall Conference Chair for this information (make registration form a .pdf file, if possible).
- Advertise and promote the Fall Conference through the BMIT listserve, NSBEA Constant Contact and/or social media.

September

- Advertise and promote the fall conference through the BMIT listserve, NSBEA Constant Contact and/or social media.
- Prepare a "press release" for participants of the fall conference.

October

- Attend the NSBEA Fall Conference and board meeting.

November - December

- Coordinate with the Fall Conference Chair to ensure that an article is written for the *NSBEA Today*.

January - February

- Make updates to the web site as needed.

March

- Post registration information on the web site for the NSBEA Spring Conference/NCE Conference.
- Advertise and promote the spring conference through the BMIT listserve, NSBEA Constant Contact and/or social media.
- Prepare a letter to be sent to supervisors/principals/superintendents of board members that stresses the board members leadership/contribution/dedication, etc. as an officer to NSBEA.

April

- Advertise and promote the spring conference through the BMIT listserve, NSBEA Constant Contact and/or social media. Focus on NSBEA activities: Tuesday executive board meeting, Wednesday business meeting, Thursday BMIT luncheon.

May

- Advertise and promote the NCE Conference through the BMIT listserve, NSBEA Constant Contact and/or social media.
- Prepare a news release for participants of the NSBEA/NCE Conference that includes blanks for award winners. Submit this to the Nebraska Department of Education for inclusion in the conference materials or provide the news release on the web site.
- Letter to supervisor/principals informing them of the NSBEA board members involvement/leadership role in NSBEA.

June

- Attend the NSBEA/NCE Conference and board meeting. Prepare a report of the past year's activities.

Fall Conference Committee

Duties as listed in the NSBEA Bylaws:

1. The purpose of the committee(s) is to plan the Business Education Sectional Programs with the assistance from the District Representative, where applicable.
2. The President shall appoint the chairperson or chairpersons of the Fall Conference Committee(s).

Timeline of Duties:

June

- Fall Conference date should be confirmed by this time at the latest (usually set by the NSBEA President-Elect or in a joint effort between the NSBEA President-Elect and the Fall Conference Chair). Coordinate this with the Nebraska Department of Education to avoid potential conflicts. Confirm the date with the President-Elect so that a flyer can be prepared for the NSBEA/NCE Conference. If possible, send a save-the-date flyer to Bonnie Sibert by **May 15** so that it can be included in the BMIT conference registration materials.
- Attend the NSBEA/NCE conference board meeting to report on conference plans. Plan to present a report at the board meeting.

July

- Confirm location and presenters for the conference.
- Submit brief overview to the Nebraska Department of Education for inclusion in the *This & That* newsletter. Article needed by July 15.

August

- Prepare a conference flyer/registration form. Send to the NSBEA web master to include on the NSBEA web site (www.nsbea.org).
- Send a copy of the conference flyer/registration from to the NSBEA newsletter editor for inclusion in the *NSBEA Today* newsletter.
- Send registration flyer to Bonnie by August 15 to be included in ESU workshop packet.
- Write a brief article/overview to submit to the *NSBEA Today* newsletter to accompany the registration form. Submit to the newsletter editor.

September

- Make final arrangements for the location and presenters.
- Purchase presenter gifts and make food arrangements (continental breakfast style). Keep all receipts for reimbursement after the conference.
- Collect registration forms and payment (payable to NSBEA).
- Prepare name tags, agenda's, etc. as necessary.

October

- Attend conference and arrange details.
- Attend the NSBEA Fall Executive Board meeting and present a report on the fall conference (numbers of participants, revenue, expenses, and net income).

November - December

- Write a summary article for the *NSBEA Today* and submit to the newsletter editor along with digital pictures.

Auditing Committee

Duties as listed in the NSBEA Bylaws:

- This is not a standing committee; duties are not listed in the bylaws.
- You are not a voting member of the board, but are invited to attend the board meetings.
- You still are asked to become a member of both NBEA and NSBEA to serve on this committee.

Timeline of Duties:

July - September

- Verify that the books have been audited and are balanced from the previous fiscal year (July 1 – June 30). The previous Auditing committee should have taken care of this, but verify that it was done.
- Become familiar with who the NSBEA Treasurer is.
- Become familiar with the Treasurer's duties as listed in this Officer Handbook.
- Get a copy of the NSBEA budget for your records (from the current NSBEA President) so you are familiar with expense categories that have been approved by the membership.

April - May

- Make plans to attend the NSBEA/NCE Annual Conference (if this conference is held in June, plan to attend at that time and follow the duties that follow).
- Contact the NSBEA Treasurer and any other Auditing Committee members to arrange a time to conduct the audit. This should take place prior to the Annual NSBEA Business meeting, but can be done at the beginning of the conference if a time can be arranged.

June

- Attend the NSBEA/NCE Conference.
- Meet as a committee with the Treasurer to audit the books prior to the NSBEA Annual Business meeting.
- If possible, attend the NSBEA Board meeting to report to the Board.
- Prepare a report for the Annual Business Meeting and be prepared to make a motion to accept the books as accurate. Contact the Parliamentarian for wording of your motion prior to the meeting.

Photographer

Duties as listed in the NSBEA Bylaws:

- This is not a standing committee; duties are not listed in the bylaws.
- You are not a voting member of the board, but are invited to attend the board meetings.
- You still are asked to become a member of both NBEA and NSBEA to serve on this committee.

Timeline of Duties:

July - August
- Assume position and get any materials from the previous photographer

September
- Make plans to attend the NSBEA Fall Conference.

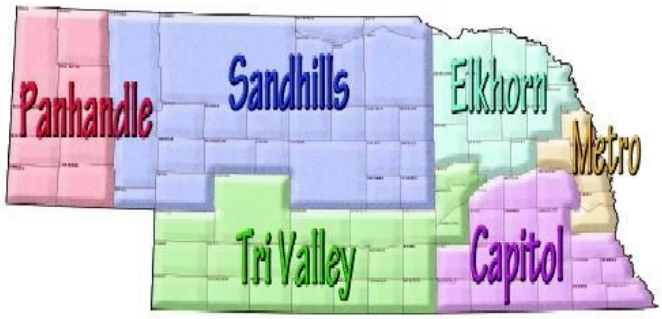
October
- Attend the Fall Conference and take pictures.
- Use a digital camera and email copies of the pictures to the *NSBEA Today* Newsletter Editor and the NSBEA webmaster and either email or print the pictures for the NSBEA Archives person.
- Submit expenses (with receipts) to the NSBEA Treasurer.

April - May
- Make plans to attend the NSBEA Conference held during the NCE Conference.
- If the NSBEA Spring Conference is in March, attend at that time and follow the June guidelines that follow.

June
- Attend the NSBEA/NCE Conference and take pictures.
- Try to attend events (social, general sessions, luncheons, etc.) to get a variety of pictures.
- Make sure you attend the NSBEA/DPE Banquet to take pictures of all award winners, both as they are receiving their awards and afterward more formally.
- Try to get pictures of NSBEA members who are presenters.
- Use a digital camera, email copies of the pictures to the NSBEA Newsletter Editor and the NSBEA webmaster and either email or print the pictures for the NSBEA Archives person.
- Submit expenses (with receipts) to the NSBEA Treasurer.

District Boundaries

Effective September 1, 2005



The Sandhills District, located in north central Nebraska, includes the counties of:	Tri Valley District, which covers the south central and southwest area of Nebraska, includes the counties of:	The Elkhorn District is located in the northeast corner of the state of Nebraska. It includes the counties of:	The Capitol District, in the southeast corner of Nebraska, includes the counties of:
• Arthur • Blaine • Boyd • Brown • Cherry • Custer • Deuel • Garden • Garfield • Grant • Greeley • Holt • Hooker • Howard • Keith • Keya Paha • Logan • Loup • McPherson • Rock • Sheridan • Sherman • Thomas • Valley • Wheeler	• Adams • Buffalo • Chase • Dawson • Dundy • Franklin • Frontier • Furnas • Gosper • Hall • Hamilton • Harlan • Hayes • Hitchcock • Kearney • Lincoln • Merrick • Nance • Perkins • Phelps • Red Willow • Webster	• Antelope • Boone • Cedar • Colfax • Cuming • Dakota • Dixon • Knox • Madison • Pierce • Platte • Stanton • Thurston • Wayne	• Butler • Clay • Fillmore • Gage • Jefferson • Johnson • Lancaster • Nemaha • Nuckolls • Otoe • Pawnee • Polk • Richardson • Saline • Saunders • Seward • Thayer • York
The Panhandle District, in western Nebraska, includes the counties of:		The Metro District, located in eastern Nebraska, includes the counties of:	
• Banner • Box Butte • Cheyenne • Dawes	• Kimball • Morrill • Scottsbluff • Sioux	• Burt • Cass • Dodge	• Douglas • Sarpy • Washington