

CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION  
LEADERSHIP HANDBOOK

**OFFICERS' RESPONSIBILITIES**

Table of Contents

**STATE OFFICERS**

President.....	04.01.01
President-Elect .....	04.02.01
Past President .....	04.03.01
Secretary .....	04.04.01
Treasurer .....	04.05.01

**DIVISION OFFICERS**

Operations Division Chair .....	04.06.01
Operations Division Chair-Elect.....	04.07.01
Operations Division Vice Chair.....	04.04.01
Operations Division Secretary .....	04.09.01
Operations Division Structure .....	04.10.01
Operations Division Committees.....	04.11.01
Post Secondary Division Chair .....	04.12.01
Post Secondary Division Vice Chair.....	04.13.01
Post Secondary Division Secretary.....	04.14.01
Post Secondary Division Structure .....	04.15.01
Post Secondary Division Committees.....	04.16.01
Secondary Division Chair .....	04.17.01
Secondary Division Chair-Elect .....	04.18.01
Secondary Division Vice Chair .....	04.19.01
Secondary Division Secretary.....	04.20.01
Secondary Division Structure .....	04.21.01
Secondary Division Committees.....	04.22.01

**REGIONAL OFFICERS**

President.....	04.23.01
Vice President .....	04.24.01
Secretary .....	04.25.01
Treasurer .....	04.26.01
Public Relations .....	04.27.01
Secondary/Post Secondary/Operations Divisions Chairpersons.....	04.28.01

**SECTIONAL OFFICERS**

President.....	04.29.01
Vice President .....	04.30.01
Secretary .....	04.31.01
Treasurer .....	04.32.01

## STATE PRESIDENT'S RESPONSIBILITIES

- I. State Bylaws
  - A. Be familiar with State Bylaws.
  
- II. Post-Conference Governing Board Meeting (June)
  - A. Make officer assignments for National, State, and Regional CATA/FFA events.
  - B. Set dates for CATA activities.
  - C. Review the Conference.
  - D. Review and update the Leadership Handbook.
  
- III. Summer Executive Retreat (August)
  - A. Review final budget report from previous fiscal year.
  - B. Conduct the Executive Director's Evaluation.
  - C. Review the Executive Director's evaluation with the Executive Director.
  - D. Meet with the Chairs of the FFA Foundation and the California Association FFA to coordinate evaluation of CEO.
  
- IV. NAAE Conference (December)
  - A. Coordinate an orientation session with delegates and make necessary assignments.
  - B. Conduct an Executive Committee Meeting to discuss important issues, if necessary.
  
- V. Governing Board Mid-Year Meeting (January)
  - A. Contact Division Chairs. Ask them to have materials submitted by the regions ready for presentation to the Screening Committee.
  - B. Contact the Executive Committee. Ask them to be prepared to report.
  - C. Contact the Regional Presidents. Ask them to be prepared to report.
  - D. Develop an agenda and send it to the Executive Director for distribution to members of the Governing Board at least two weeks in advance of the meeting.
  - F. Give the President's Report.

VI. Summer Conference (June)

A. Pre-Conference Governing Board Meeting

1. Develop an agenda and mail it to the State Officer for distribution.
2. Make sure the State Office sends the agenda out at least two weeks in advance of the meeting.
3. Give a President's Report at Conference.
4. Preside over the Pre-Conference Governing Board Meeting.

B. Preparation

1. Check with the Executive Director to plan the Conference Program.
2. Invite those people assigned to you, i.e.:
  - a. Director of Career Technical Education
  - b. President of Cal Poly-San Luis Obispo
  - c. State FFA and Collegiate Agriculture Leaders (CAL) Presidents
  - d. NAAE Region I Vice President
  - e. NAAE President
3. Confirm a Parliamentarian before Conference.

C. Conference

1. Preside over Conference.
2. Coordinate awards at the banquet with the President-Elect.

VII. General Duties

A. Attend Regional Meetings as scheduled.

1. Prepare and distribute state officer reports "Items of Concern."

B. Attend NAAE/ACTE Convention.

1. Be prepared to introduce delegation and hand out a written report of state activities.

VII. General Duties (Cont'd)

- C. Attend major activities when requested by the State Department of Education's Agricultural Education Unit or the Community College Chancellor's Office.
- D. Write to each Teacher Training Institution (CSU-Chico; CSU-Fresno; Cal Poly-Pomona; Cal Poly-SLO; and UC-Davis) and offer the services of a State Officer to talk to Student Teachers about CATA.
- E. Attend Special Assignments as designated (approximately five).
- F. Write an article for **each issue** of the "Golden Slate."
- G. Prepare and give a speech at the California Association FFA Conference.

VII. Other Special Duties

- A. Serve as a non-voting chairman to the California Agricultural Education Hall of Fame Selection Committee.
- B. Responsible for gathering all the materials and producing the framed photograph and biography for the Hall of Fame inductees.
- C. Present a report from the Hall of Fame Committee to the Nominations/Bylaws/Professional Awards Committee at Summer Conference.
- D. Provide a copy of the Hall of Fame inductees applications and headshot photos to the person in charge of the Hall of Fame Book. (currently Jake Dunn)
- E. Provide a copy of all photos (prior to conference) to the Past President for luncheon presentation.
- F. Coordinate a representation of CATA leadership to attend memorial services of agricultural education family members.

## **STATE PRESIDENT-ELECT'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Preside in the absence of the President.
- B. Assist the President in the discharge of his/her duties.
- C. Serve on the Executive Committee and Governing Board.
- D. Attend Regional Meetings as scheduled.

### III. Other Special Duties

- A. Coordinate all resolutions and assign them to committees. Email approved resolutions to Regional Presidents for action.
- B. Tabulate resolution results of the Spring Regional Meetings. Present them at the Pre-Conference Governing Board Meeting.
- C. Coordinate all CATA and NAAE Awards. Send a letter to Regional Vice Presidents concerning their responsibilities on awards.
- D. Establish and preside over committees for selection of the state level of NAAE and CATA awards, and Teacher of Excellence.
- E. Update the Awards Handbook.
- F. Attend the National NAAE/ACTE Convention, if assigned.
- G. Attend the Region I NAAE Convention. (April)
- H. Coordinate the Introduction and Orientation of New Teachers during Conference.
  - 1. Secure a list of new teachers from the teacher training institutions by May 1. Send them a letter inviting them to attend the New Teachers' Program.
  - 2. Arrange an orientation meeting at the Annual Conference.
  - 3. Make sure ample copies of the Code of Ethics certificates are on hand to distribute to new teachers.

III. Other Special Duties (Cont'd)

4. Make new teacher introductions.
- I. Make sure the CATA entry for the NAAE Ideas Unlimited Contest is prepared, entered, and delivered to the NAAE Region I Meeting.
- J. Present Teacher of Excellence, NAAE and CATA Awards at Summer Conference Banquet.
- K. Coordinate and present at Summer Conference:
  1. Teacher of Teachers Award
  2. Service Awards
- L. Chair one General Assembly session.
- M. Organize the ceremony for New Officer Installation during Conference.

New Officer Installation Procedures

**Operations Division Chairperson:**

I, \_\_\_\_\_, as outgoing Operations Division Chair, would like to introduce to you the next Chair, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to develop agenda topics from each region for Governing Board consideration and to set up the agenda for Summer Conference committees concerning the operations of CATA.

**Post Secondary Division Chairperson:**

I, \_\_\_\_\_, as outgoing Post Secondary Division Chair, would like to introduce to you the next Chair, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to develop agendas for all Post Secondary Division meetings and communicate the concerns and interests of the community colleges to the general membership in order to continue strengthening the linkage between the community college and secondary divisions.

**Secondary Division Chairperson:**

I, \_\_\_\_\_, as outgoing Secondary Division Chair, would like to introduce to you the next Chair, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to develop agenda topics from each region for Governing Board consideration and to set up the agenda for Summer Conference committees as directed by the secondary teachers of CATA.

R. New Officer Installation (Cont'd)

**State Treasurer:**

I, \_\_\_\_\_, as outgoing State Treasurer, would like to introduce to you the next State Treasurer, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to work with sectional and regional treasurers to promote CATA membership. You are to also work with the Executive Director in developing and presenting the budget, and work with the CATA Executive Assistant in preparing and distributing membership reports.

**State Secretary:**

I, \_\_\_\_\_, as outgoing State Secretary, would like to introduce to you the next State Secretary, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to keep minutes, publish them in a timely manner, and to work with the regional officers to collect regional minutes.

**State President-Elect:**

I, \_\_\_\_\_, as outgoing State President-Elect, would like to introduce to you the next State President-Elect, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to prepare and present awards, preside over the resolution process and to assist the association as needed.

**State President:**

I, \_\_\_\_\_, as outgoing State President, would like to introduce to you the next State President, \_\_\_\_\_. \_\_\_\_\_ as State President, it is your responsibility to communicate with the Executive Director, State Officers, and the membership, and to prepare and conduct CATA activities.

**State Past President:**

I, \_\_\_\_\_, as outgoing State Past President, would like to introduce to you the next Past President, \_\_\_\_\_. \_\_\_\_\_, it is your responsibility to conduct the Past President activities and to continue serving on the Executive Committee.





## **STATE PAST PRESIDENT'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Assist the State President upon request.
- B. Organize and host the State CATA Past Presidents' and Hall of Fame Luncheon at Summer Conference.
- C. Serve as a member of Governing Board.
- D. Serve as a member of the Executive Committee.
- E. Coordinate the Hospitality Committee
  - 1. Arrange transportation and hospitality for Keynote Speaker at Summer Conference.
  - 2. Arrange transportation and hospitality for Special Guests at Summer Conference.
- F. Distribute holiday cards and gifts for CATA and FFA Center staff to be delivered in December.

## STATE SECRETARY'S RESPONSIBILITIES

- I. State Bylaws
  - A. Be familiar with State Bylaws
- II. Governing Board Mid-Winter Meeting
  - A. Keep a record of all proceedings. Send a copy of the Minutes to each Governing Board Member at least ten days prior to the first Spring Regional Meeting.
  - B. Provide highlights of action items.
- III. Executive Committee Meeting
  - A. Keep a record of all proceedings. Send a copy of the Minutes to each Governing Board Member.
- IV. CATA Conference
  - A. Pre-Conference Governing Board Meeting
    - 1. Contact Governing Board members and ask them to prepare the reports needed.
    - 2. Keep a record of all proceedings. The minutes become a part of the Annual Conference Minutes.
  - B. Conference
    - 1. Keep a record of all business conducted from the floor of the Assembly.
    - 2. Write a brief summary of all reports adopted by the General Assembly for the Conference Minutes.
    - 3. Secure copies of all reports submitted as official business.
    - 4. Print enough copies of the CATA Conference Minutes for the CATA Governing Board, State Staff Members, and State Advisory Representatives and distribute at least ten days prior to the first Fall Regional Meeting.
- V. Conference Evaluation and Officers' Planning Meeting at End of Conference
  - A. Keep Conference Minutes to a reasonable size.
  - B. Keep a record of proceedings.

V. Conference Evaluation and Officers' Planning Meeting at End of Conference  
(cont'd)

- C. Coordinate with the CATA Executive Director and provide a mailing list of new officers to the NAAE Executive Secretary and Region I Vice President prior to September 1.
- D. Coordinate with the CATA Executive Director and other officers the completion of the State Profile Page.
  - 1. Several officers will be involved in providing information for this report.

VI. General Duties

- A. Correspondence
  - 1. File and send copy to the State President.
  - 2. Send sympathy card/note to family or department as needed for the loss of one of our agricultural education family members on behalf of CATA.
- B. Attend Region I NAAE Convention, if assigned.
- C. Permanent Records
  - 1. Keep on file copies of:
    - a. Executive Committee's calls, agendas, and minutes.
    - b. Governing Board's call, agendas, and minutes.
    - c. Summer Conference minutes.
    - d. CATA State Bylaws

## STATE TREASURER'S RESPONSIBILITIES

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. Finances

- A. Attend the CATA Operations Division Budget and Audit Committee Meetings.
- B. Coordinate with the Executive Director in preparing the semi-annually financial statements.
- C. Coordinate with the Executive Director in preparing the proposed annual budget.
- D. Review system for auditing CATA's financial records. At least one meeting at the beginning of the fiscal year (July) should be held with the Executive Director.

### III. Membership

- A. Coordinate and assist in the dues collection process at Conference.
- B. Coordinate with the Executive Director regarding the monthly publication of membership rosters.
- C. Take responsibility for insuring that every elected officer in CATA has paid dues by their first regional meeting.
  - 1. Send a letter and application form to non-paying officers.
  - 2. Send a letter to their Regional President.
- D. Be sure all NAAE dues are sent to NAAE before the National NAAE Convention.
- F. Handle all financial problem areas dealing with membership.
- G. Continue in development of dues incentive programs and membership services.

### IV. Conference

- A. Buy gifts for the executive assistants. Present these during Conference.
- B. Assist the Financial Office in collecting dues during Conference.

IV. Conference (cont'd)

C. Coordinate all membership incentive activities.

V. General Duties

A. Attend NAAE/ACTE National Convention, if assigned.

## OPERATIONS DIVISION CHAIR'S RESPONSIBILITIES

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. Duties

#### A. Fall Regional Meeting

1. Contact Regional Presidents to develop resolutions and/or concerns for the Winter Governing Board Meeting.
2. Contact each Regional President to furnish them with agenda topics and any other information that will implement the transaction of business.
3. Follow up communications after regional meetings with Chairperson and/or President.

#### B. Winter Governing Board Meeting

1. Review last year's minutes.
2. Secure copies of all regional minutes and prepare a Governing Board report, which will include agenda topics submitted by the various regions.

#### C. Spring Regional Meeting

1. Contact each Regional President to furnish them with agenda topics and other information that will implement the transaction of business.
2. Follow up communications after regional meetings.

#### D. Prior to Conference

1. Obtain copies of any resolutions from regional secretaries, by way of the Executive Director's office, by January 1 and May 1.
2. Review last year's Conference Minutes and Governing Board Minutes.

II. Duties (Cont'd)

D. Prior to Conference (Cont'd)

3. Prepare agenda for Summer Conference from the above listed sources.
  - a. Develop agenda items for Governing Board.
  - b. Special agenda topics that are apt to be confusing to the general members should have the author and background information listed.
  - c. Rank agenda topics so that the more important or pressing items will receive first attention.
4. Send all pertinent information to the Division Chairs.

E. At Conference

1. Contact Regional Presidents for replacements if each region is not fully represented (6 members from each region and for each department).
2. Make sure a secretary records all business transacted.
3. Attend to all business referred to the Operations Division.
  - a. All business should be considered and it should be:
    1. Considered for proper action;
    2. Deleted from the agenda; or
    3. Referred back to the regions for further study. This should be done only when it becomes apparent that additional information is needed in order to consider items properly for business.
4. Prepare typed report for CATA Conference.
  - a. Make the report as concise as possible without deleting important information.
  - b. Follow format mentioned above, namely: items considered and recommendations to Conference; items deleted; and items referred back to regions for further study.

F. Serve as a member of Executive Committee, Governing Board, and Operations Division Council.

## **OPERATIONS DIVISION CHAIR-ELECT'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. Duties

- A. Serve as a member of CATA Governing Board and Operations Division Council.
- B. Assist the Chair of the Operations Division in carrying out the duties of that office so as to provide effective continuity.
- C. Attend Governing Board meetings and represent CATA when and where designated by the State CATA Officers (i.e. regional meetings, state and national conferences, etc.)
- D. Work with the Operations Division Chair in developing agenda items for the Operations Division meeting at the CATA regional meetings.
- E. Assist the Chair of the Operations Division in developing the format and program for the CATA Summer Conference.
- F. Serve as a chairman of assigned committees.
- G. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
- H. Maintain a file of all communications.



## **OPERATIONS DIVISION VICE CHAIR'S RESPONSIBILITIES**

- I. State Bylaws
  - A. Be familiar with State Bylaws.
  
- II. Duties
  - A. Serve on the Operations Division Council.
  - B. Assist the Chair of the Operations Division in carrying out the duties of that office so as to provide effective continuity.
  - C. Attend Governing Board meetings as an unofficial member. (No voting rights.)
  - D. Work with the Operations Division Chair in developing agenda items for the Operation Division meeting at the CATA regional meetings.
  - E. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
  - F. Assist the Chair of the Operations Division in developing the agenda and program for CATA Summer Conference:
    - 1. Division Meetings Agenda Items
    - 2. Operations Council
    - 3. Committee Chairs format/items
  - G. Review Membership Handbook with Executive Director. Should include:
    - 1. History of CATA
    - 2. Benefits of Membership
    - 3. Flow Chart of Organization
    - 4. Resolutions – How to write a resolution and how they move through CATA.
  - H. Chair assigned committees at Conference.
  - I. Maintain a file of all communications.

## **OPERATIONS DIVISION SECRETARY'S RESPONSIBILITIES**

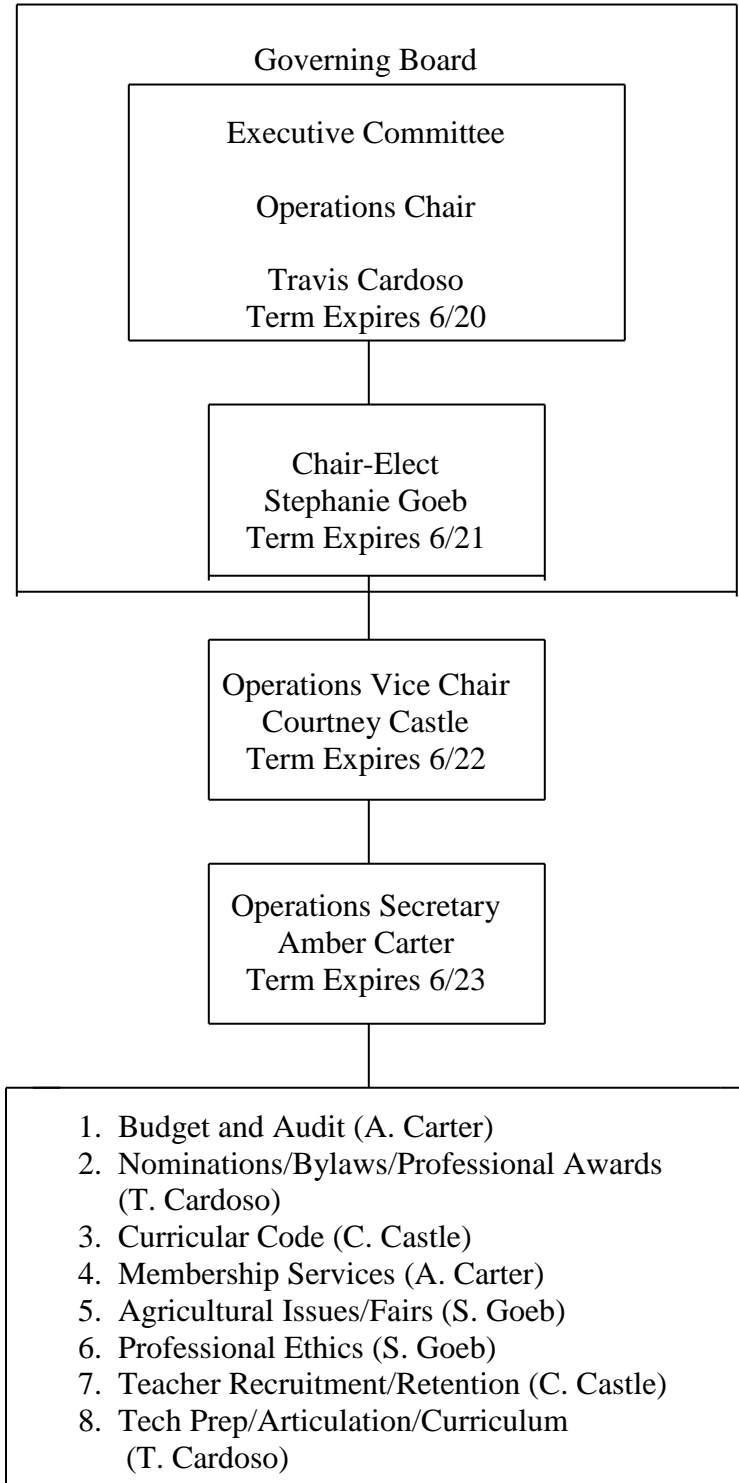
### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. Duties

- A. Serve on the Operations Division Council.
- B. Collect minutes from all subcommittees and turn in a copy to the State Secretary and the Operations Division Chair.
- C. Attend Governing Board meetings as an unofficial member. (No voting rights.)
- D. Attend a mid-winter meeting to be held at Winter Governing Board. Prepare information for appointed subcommittee.
- E. Work with the Operations Division Chair in developing agenda items for the Operations Division meeting at the CATA regional meetings.
- F. Assist the Chair of the Operations Division in developing the format and program for the CATA Summer Conference.
- G. Chair assigned committees at Conference.
- H. Maintain a file of all communications.

**2019--2020**  
**OPERATIONS DIVISION STRUCTURE**



Each officer in the Operations Division will chair the same two sub-committees throughout their four-year rotation.

## OPERATIONS DIVISION COMMITTEES

### I. Budget and Audit

The committee reviews the proposed annual budget, makes appropriate changes as needed, and sends recommendations regarding the annual budget to the Operations Division meeting.

### II. Nominations, Bylaws, and Professional Awards

The mission of this committee is to review the qualifications of candidates running for state CATA office and approve the submitted applications, discuss and recommend proposed changes to the CATA Bylaws, prepare ballot at summer conference, and review the criteria and qualifications for Professional Awards within the CATA organization.

### III. Curricular Code

This group of committees is charged with updating and correcting the Curricular Code, which governs all FFA contests. One-third of the contests are reviewed annually by the membership, with provisions to open other contests as needed. The proposed changes are discussed in committee, posted for member review, and voted on at the Operations Division meeting.

### IV. Membership Services

The mission of this committee is to formulate, evaluate, and recommend to the CATA membership through the Operations Division, policies involving: Classes of Membership, Dues and Conference Fees, Recruitment of Members, Educational Exhibits/Farm and Idea Show, "Golden Slate", and other services to benefit CATA members and their agricultural programs.

### V. Agriculture Issues/Fairs

This committee deals with concerns facing the agricultural education profession, including issues involving fairs and expositions and other activities.

### VI. Professional Ethics

The goal of the Professional Ethics Committee is to establish and evaluate the CATA organization's Code of Ethics, mediate and arbitrate unethical situations, and to educate new and continuing CATA members regarding ethical practices within our profession.

VII. Teacher Recruitment/Retention

The mission of this committee is to formulate and recommend strategies to recruit prospective agricultural teachers into our profession, and coordinate scholarship fund raising efforts. The committee is also responsible for judging the scholarship applications at summer conference and providing the current balance in the scholarship fund.

VIII. Tech Prep, Articulation, and Curriculum

This committee's mission is to provide information on parallel and independent curriculum projects for Junior High, High School, and Community Colleges. It also provides communication and education regarding Tech Prep developments and provides a mechanism to assist and guide instructors and schools regarding articulation procedures.

## **POST SECONDARY DIVISION CHAIR'S RESPONSIBILITIES**

- I. State Bylaws
  - A. Be familiar with State Bylaws.
- II. General Duties
  - A. Act as liaison between the post secondary instructors, CATA Executive Director, regional post secondary chairperson, and the Agriculture Specialist in the Chancellor's Office.
  - B. Carry out the duties typical to the state officers.
    1. Serve on the Governing Board and the Executive Committee.
    2. Represent CATA at regional meetings as determined by the Governing Board.
    3. Present verbal and written reports at Winter and Spring Governing Boards.
  - C. Handle distribution of agenda items for the Post Secondary Division at the regional and state level.
    1. Collect agenda items from Conference and any other source available.
    2. Send these items to the regional post secondary chairpersons before the Fall Regional Meetings with instructions to act upon them and any other items, which the regions feel, are necessary.
    3. Obtain copies of all regional minutes and make a report at the Mid-Winter Governing Board Meeting.
    4. Send agenda items that are established at Governing Board back to regional chairperson for action at the Spring Regional Meetings.
  - D. Serve on the Post Secondary Division Council.
  - E. Direct the Post Secondary Division at two meetings at CATA Summer Conference.
    1. Work closely with Chair of Inservice to establish a program.
    2. Chair professional session proceedings and first division meeting.

II. General Duties (Cont'd)

- F. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
- G. Direct the Community College Mid-Winter Institute.

III. Additional Duties

- A. Serve on the Agriculture/Natural Resources State Advisory Committee.
- B. Actively represent post secondary agriculture instructors by:
  - 1. Keeping abreast of educational legislation.
  - 2. Writing letters to any legislator or group when asked.
  - 3. Attending hearings, meetings, etc., when necessary.
- C. Work with Chancellor's Office and Cal Poly on program planning for Conference.
- D. Attend the Directors' meetings when such meetings are called by the Agricultural Specialist in the Chancellor's Office or by present chair of Directors' Group.
- E. Serve on the statewide California Community College Agricultural Advisory Committee.

IV. Suggestions

- A. Carry multiple copies of materials to any regular meeting you attend.
- B. Write to regions for information about regional meetings you plan to attend.
- C. Develop several presentations to be used at regional meetings.

## **POST SECONDARY DIVISION VICE CHAIR'S RESPONSIBILITIES**

- I. State Bylaws
  - A. Be familiar with State Bylaws.
  
- II. General Duties
  - A. Assist the Chair of the Post Secondary Division in carrying out the duties of that office so as to provide effective continuity.
  - B. Assist as liaison between CATA, the Chancellor's Office and the community college instructors.
  - C. Serve as a member of the Governing Board and represent CATA when and where designated by the State CATA Officers (i.e. regional meetings, state and national conference, etc.).
  - D. Serve on the Post Secondary Division Council.
  - E. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
  - F. Work with the Post Secondary Division chair in developing agenda items for the Post Secondary Division meetings at the CATA regional meetings.
  - G. Assist in conducting the Mid-Winter Community College Institute.
    - 1. Work with the Post Secondary Division Chair and the designated school in the development and running of the meetings.
    - 2. Professional Section Meetings
    - 3. Division Meeting Agenda Items
    - 4. Post Secondary Luncheon
  - H. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
  - I. Strive to maintain ongoing involvement and close working relationships between the Post Secondary Division and CATA regarding business and activities that take place.



II. General Duties (Cont'd)

- J. Assist in conducting Summer Conference:
1. Work closely with Chair of Inservice Committee to establish a program.
  2. Chair Post Secondary Luncheon.
  3. Chair Professional Session preceding luncheon.

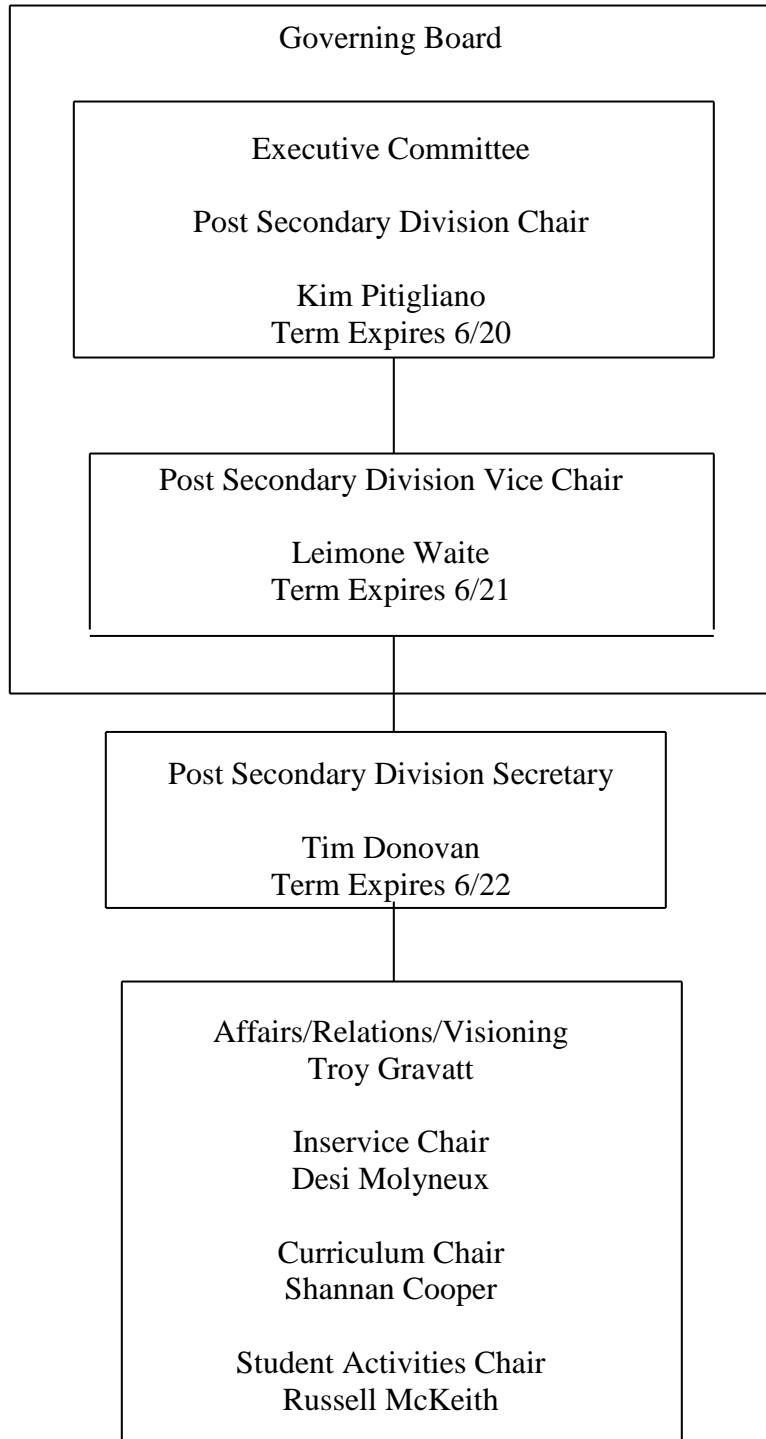
III. Additional Duties

- A. Serve on California Community College Agriculture/Natural Resources State Advisory Committee in the absence of the Chair of the Post Secondary Division.
- B. Maintain a file of information and pass on to your successor.

## **POST SECONDARY DIVISION SECRETARY'S RESPONSIBILITIES**

- I. State Bylaws
  - A. Be familiar with State Bylaws.
- II. General Duties
  - A. Serve on the Post Secondary Division Council.
  - B. Serve as a consultant for one of the four standing committees of the Post Secondary Division during CATA Summer Conference.
  - C. Take minutes at Post Secondary Division meetings and compile the committee meeting minutes.
    1. Obtain a copy of the Post Secondary Chair's report given at the General Session.
    2. Organize and type all minutes and reports in a professional and consistent manner.
    3. Work with the Chancellor's Office to publish and mail the minutes.
  - D. Take minutes at the Community College Mid-Winter Institute and work with the Chancellor's Office to publish and mail the minutes.
  - E. Take minutes at the Post Secondary Council meetings and work with the Chancellor's Office to publish and mail the minutes.
  - F. Submit an article for each issue of the "Golden Slate."
  - G. Make sure a finished copy of all minutes are submitted to the State CATA Secretary.

2019-2020  
POST SECONDARY DIVISION STRUCTURE



## **POST SECONDARY DIVISION COMMITTEES**

### I. Student Activities

This committee deals with issues regarding student leadership activities in their division. Student conferences, training, and other matters regarding the overall management of student organizations are referred to this committee.

### II. Curriculum

This committee deals with all curriculum revision and adoption issues in the Division. Special curriculum project funding issues are referred to this committee for recommendation to the full Division.

### III. Inservice

The purpose of this committee is to provide input regarding the development and delivery of statewide inservice activities. In addition, the committee reviews previous inservice activities and critiques the effectiveness of the inservice delivery.

### IV. Affairs/Relations/Visioning

This committee deals with organization business issues specific to the Division. Topics might include: agricultural education legislation, program standards, relations with National Professional Organizations, and other issues not specifically assigned to other Division committees.

## **SECONDARY DIVISION CHAIR'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Serve as a member of the CATA Executive Committee.
- B. Serve as a member of the CATA Governing Board and act as the chief spokesperson for issues that are of particular concern to secondary school members.
- C. Represent CATA at events that are of particular significance to agricultural education and/or CATA at the secondary school level as assigned by the President.
- D. Serve as Chairperson of the state-level CATA Secondary Division.
  - 1. Seek and receive agenda items for division meetings at State Conference and prepare the agenda.
  - 2. Correspond, as necessary, with Secondary Division Chairpersons of the regions to provide them with information regarding division business to be conducted at the regional meetings and to receive from them regional input to the solution of problems facing the division.
  - 3. Respond to questions by the Governing Board and the general assembly which are relative to division action and recommendations.
  - 4. Report to Governing Board with a written and oral report for Winter and Summer meetings.
- E. Appoint ad hoc and standing committees, as necessary, to accomplish division business.
- F. Work directly with the Agriculture Staff Consultant in planning the operation and agenda for the division.
- G. Assist in the orientation and training of a successor.
  - 1. Participate in planned training sessions.
  - 2. Maintain and update a file of "helpful hints" to pass on from year to year.

II. General Duties (Cont'd)

- H. Serve as CATA representative on the Community College Agriculture/Natural Resources Advisory Committee.
- I. Chair the assigned standing committee and develop it's agenda.

## **SECONDARY DIVISION CHAIR-ELECT'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Serve as a member of the CATA Governing Board.
- B. Assist the Chair of the Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- C. Attend Governing Board Meetings and represent CATA when and where designated by the State Officers (i.e., regional meetings, state and national conferences, etc.).
- D. Work with the Secondary Division Chair in developing agenda items for the Secondary School Division meetings at the CATA regional meetings.
- E. Assist the Chair in developing the format and program for CATA Summer Conference (i.e., Inservice Subcommittees and Division Meeting Agenda Items).
- F. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- G. Strive to maintain ongoing involvement and close working relationships between the Secondary Division and CATA regarding business and activities that take place.
- H. Serve as a Chair on assigned standing committee.
- I. Maintain a file of information and pass on to your successor.

## **SECONDARY DIVISION VICE CHAIR'S RESPONSIBILITIES**

### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Assist the Chair of the Secondary Division in carrying out the duties of that office so as to provide effective continuity.
- B. Work with the Secondary Division Chair in developing agenda items for the Secondary Division meetings at the CATA regional meetings.
- C. Keep abreast of and be prepared to discuss any legislative action that deals with agricultural education.
- D. Strive to maintain on going involvement and close working relationships between the Secondary Division and CATA regarding business and activities that take place.
- E. Serve as the Chair of assigned committee. Seek and receive agenda items for Conference meetings.
- F. Attend a mid-winter meeting to be held at Winter Governing Board.

### III. Additional Duties

- A. Write an informal article pertinent to the Secondary Division to be submitted for publication in each issue of the "Golden Slate."
- B. Assist in orientation and training of a successor.
- C. Maintain a file of information and pass on to your successor.



## **SECONDARY DIVISION SECRETARY'S RESPONSIBILITIES**

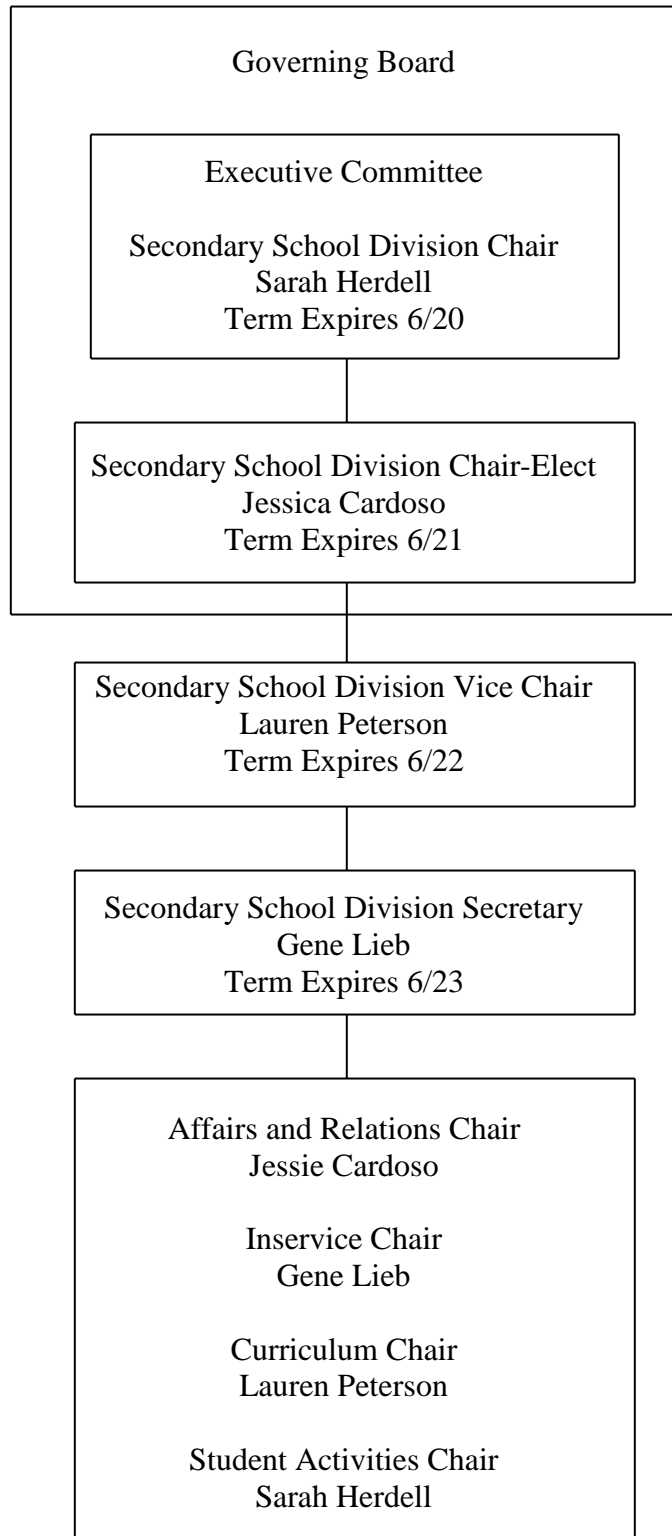
### I. State Bylaws

- A. Be familiar with State Bylaws.

### II. General Duties

- A. Keep a record of all officer meetings.
- B. Chair the assigned committee and help develop it's agenda.
- C. Work with the Secondary Division Officers in planning the division business.
- D. Secure copies of correspondence from regional meetings pertaining to the Secondary Division.
- E. Maintain file of all minutes, correspondence, and official business and provide copies for division officers and CATA Secretary.
- F. Attend Governing Board meetings.

2019-2020  
SECONDARY DIVISION STRUCTURE



## SECONDARY DIVISION COMMITTEES

### I. Affairs and Relations

This committee deals with organization business issues specific to the Division. Topics might include: agricultural education legislation, program standards, relations with National Professional Organizations, and other issues not specifically assigned to other Division committees.

### II. Inservice

The purpose of this committee is to provide input regarding the development and delivery of statewide inservice activities. In addition, the committee reviews previous inservice activities and critiques the effectiveness of the inservice delivery.

### III. Curriculum

This committee deals with all curriculum revision and adoption issues in the Division. Special curriculum project funding issues are referred to this committee for recommendation to the full Division.

### IV. Student Activities

This committee deals with issues regarding student leadership activities in their division. Student conferences, training, and other matters regarding the overall management of student organizations are referred to this committee.

## **REGIONAL PRESIDENT'S RESPONSIBILITIES**

- I. Fall Regional Meeting
  - A. Planning Meeting
    1. Include sectional presidents and other regional officers, regional department chairpersons, host school representatives, and any interested teachers. This is best done during the summer.
    2. Have available conference reports and any additional items received from the Division Chairperson for Secondary, Post Secondary and Operations Divisions, and the Executive Director.
  - B. Host School
    1. Contact early to be sure they are making the necessary preparations for the Regional Meeting.
    2. Host school is responsible for the coffee hour, luncheon and adequate meeting rooms. A fee large enough to cover the coffee hour and luncheon should be charged. It should be understood by the host school that they should only expect to get back their expenses.
  - C. Dues
    1. Dues are delinquent at the beginning of the Region's Meeting.
      - a. Each region, for example, may want to charge additional fees to non-CATA members at regional meetings. Other suggestions may include the use of voting cards.
  - D. Minutes
    1. Each President should check with his/her secretary to make sure that copies of regional minutes are sent to the State Officers, Division Chairpersons, and the Executive Director.
  - E. Nominees for Teacher of Excellence and other CATA/NAAE awards should be selected by the Fall Regional Meeting.
    1. Completed application forms should be sent to the Executive Director, postmarked no later than February 15.
    2. Formal recognition of sectional winners should be part of your program.

- I. Fall Regional Meeting (Cont'd)
  - F. Remind Governing Board members and all officers of State Secondary Division, Post Secondary Division, and Operations Division to attend Mid-Winter Governing Board.
  
- II. Governing Board Mid-Winter Meeting (January)
  - A. Each regional president is an official member of the CATA Governing Board and should make the necessary arrangements to participate and:
    - 1. Serve on the Resolution Screening Committee.
    - 2. Prepare a Regional President's Report to cover the highlights of regional activities.
      - a. Submit an oral social report and written action item report if applicable to Governing Board (copy to State CATA Secretary).
  
- III. Spring Regional Meeting
  - A. Check items as you did for the Fall Regional Meeting. Additional items to take care of include:
    - 1. Election of next year's slate of regional officers.
    - 2. Select nominee for state office.
    - 3. Check rotation schedule to see if appointments need to be made for: one chairman for each)
      - a. The Farm Show – need 10 cleanup/setup helpers (host region only)
      - b. The Idea Show – need 5 cleanup/setup helpers (host region only)
    - 4. Make a final attempt to collect delinquent dues.
    - 5. Take care of all business passed along from Governing Board.
    - 6. Make sure the Secretary sends copies of the regional meeting minutes and accompanying action cover page, if applicable, to the Executive Director.

III. Spring Regional Meeting (Cont'd)

B. Division Chairpersons

1. The success of the Spring Regional Meeting, as far as CATA business is concerned, rests with these chairpersons.
  - a. Contact each of them to make sure they will attend.
  - b. Each should be prepared with agenda topics so they may lead discussion on assigned business.

C. Appoint members to serve on:

1. Agriscience Teacher of the Year Award Selection Committee
2. Outstanding Ag Teacher Selection Committee
3. Outstanding Program Awards Selection Committee
4. Outstanding Young Member Selection Committee
5. Teacher of Excellence Selection Committee
6. Teacher Mentor Selection Committee

IV. Summer Conference

A. Governing Board Meeting (Sunday preceding Conference)

1. Give oral and written report on regional activities including: (Copy to State CATA Secretary)
  - a. Highlights of the Spring Regional Meeting.
  - b. Nominee for state office.
  - c. Any special problems occurring in the region.
  - d. Outstanding awards won by agriculture teachers or FFA members.
  - e. Special recommendations, if any, to Governing Board from the region.

B. Conference Registration

1. Help Regional Treasurer collect dues.
2. Hand out conference packets.

IV. Summer Conference (Cont'd)

C. Hosted Sessions

1. Make sure six-quality raffle items are on stage.
2. Designate two people (one for each door) to pass out raffle tickets.
3. Usher people into the session to expedite the start of the session.
4. The following sessions are hosted on a rotating basis:
  - a. Monday – Opening Session
  - b. Monday – Secondary Division Meeting
  - c. Monday – Post Secondary Division Meeting
  - d. Tuesday – General Assembly
  - e. Wednesday – General Assembly
  - f. Thursday – General Assembly

D. Regional Meetings

1. At first meeting make sure that each agriculture department is fully represented by members from your region.
  - a. Line up campaign for nominee for state office.
  - b. Select captain and get sign-up for Conference athletic events.
  - c. Introduce new teachers to region.
2. At last region meeting supply incoming president with notebook containing all important information pertaining to previous year, i.e.,
  - a. Minutes
  - b. Agenda for region meetings, etc.
  - c. Time lines, etc.
  - d. Balloting
  - e. Conference Evaluations (thoughtful and time given)

IV. Summer Conference (Cont'd)

E. Regional Reports

1. Regional Report forms need to be turned into the CATA State Secretary by noon Monday, in Room 241 in the Ag Ed Department.
  - a. New Regional Officers
  - b. New Sectional Officers
  - c. Thirty-Minute Club Awards
  - d. Service Awards
  - e. Retiring Teachers

F. Region Hosting Banquet

1. Hosts first session
2. Decorates stage
3. Banquet promotion (skits during session, etc.)
4. Leads flag salute at first session.
5. Gives the invocation at first session.

V. General Duties

- A. Notify State President regarding any deaths or major disaster events in your region.



## **REGIONAL VICE PRESIDENT'S RESPONSIBILITIES**

### I. General Duties

- A. Potentially, the Vice President does everything the President does. Therefore, he/she should be prepared by knowing the responsibilities of the President and should be ready to assist the President at all times.

### II. Special Duties

- A. Serve as Regional Awards Chairperson for the following:
  - 1. Agriscience Teacher of the Year
  - 2. Teacher of Excellence
  - 2. Honorary American Farmer
  - 3. Outstanding Young Member
  - 4. Outstanding Ag Teacher
  - 5. Service Awards
  - 6. Retired Teachers
  - 7. Outstanding Agriculture Program
  - 8. Outstanding Agriculture Program – Post Secondary Division
  - 9. Teacher Mentor
- B. The Vice President or designee must serve as regional representative in the selection of the State Outstanding Young Member, Outstanding Ag Teacher, and Outstanding Vocational Agriculture Program during the State FFA Conference.
- C. Attend the Pre-Conference Governing Board Meeting and attend the Governing Board Mid-Winter Meeting.
- D. Review minutes of Inservice Committee from Summer Conference to help plan regional inservices.
- E. Conference and Regional Meeting
  - 1. Assist the President in filling out the necessary forms.
  - 2. Distribute those to the appropriate individuals.
- F. Coordinate the committee activities to keep the region informed.
  - 1. Including selection of committee members and collection of committee reports.
- G. Lead flag salute if your region is hosting the first session at Summer Conference.

## REGIONAL SECRETARY'S RESPONSIBILITIES

- I. Summer Planning Meeting
  - A. Send notice of the Summer Planning Meeting to the regional officers, regional division chairperson, sectional presidents, the host school, and the Regional Supervisor.
  - B. Take minutes during the meeting and distribute the minutes to those involved.
  
- II. Pre-Regional Meeting
  - A. Send the agenda and meeting announcement to every agriculture teacher in the region at least ten days prior to the meeting.
  - B. Send the above listed materials and special invitation to:
    - 1. The State Supervisor of Agricultural Education
    - 2. The Agricultural/Natural Resources Specialist in the California Community Colleges Chancellor's Office
    - 3. The State CATA Officer assigned to the region
    - 4. Dean of Agriculture and Ag Education Departments at the State Universities
    - 5. The CATA Executive Director
  
- III. Regional Meeting
  - A. Keep an accurate record of the minutes of the meeting.
    - 1. Collect department reports
  - B. Encourage members to fill out publicity sheets.
  
- IV. Post-Regional Meeting
  - A. Prepare and distribute the minutes to:
    - 1. CATA Regional Members
    - 2. CATA Governing Board Members
    - 3. CATA Executive Director

IV. Post-Regional Meeting (Cont'd)

- A. Prepare and distribute the minutes to: (Cont'd)
  - 4. State Supervisor of Agricultural Education
  - 5. Agriculture/Natural Resources Specialist in the California Community Colleges Chancellor's Office
- B. Send thank you letters to the appropriate individuals.
- C. Send publicity sheets to the appropriate addresses.

## REGIONAL TREASURER'S RESPONSIBILITIES

### I. Conference

- A. Be prepared to assist in the dues collection process Sunday night and Monday morning at State CATA Conference.
- B. Give dues report during the Regional Meeting at Conference including:
  - 1. Last year's final results
  - 2. This year's progress
- C. Encourage dues payment during Conference.
- D. Make sure Sectional Treasurers have adequate updated membership lists, forms and are contacted on a regular basis.
- E. Contact State Treasurer to assist with collection of unpaid dues after Fall Regional Meeting.

### II. Pre-Region Meeting

- A. Work with the Sectional Treasurers to encourage dues payment.
- B. Help correct errors, which may occur, with dues data collection. Send corrected information to the CATA office.
- C. Coordinate the payment of registration fees to the host school.

### III. Regional Meeting

- A. Collect dues. Have membership forms available at all times.
- B. Report on the dues situation and regional finances.
- C. Post the regional Membership Roster.
- D. Collect \$10 per member registration fee and forward to the CATA office.

### IV. Reminder

- A. Dues are delinquent at the beginning of the Fall Regional Meeting.
- B. Send all dues collected to the CATA office.
- C. Assist the new Treasurer with dues collection at next year's Conference.

IV. Reminder (Cont'd)

- D. Work to encourage paid member incentives.
- E. Encourage Sectional Treasurers to make personal contact with non-paid potential CATA members after the Fall Regional Meeting.

## REGIONAL PUBLIC RELATIONS OFFICER'S RESPONSIBILITIES

### I. Summer Conference

- A. Secure the services of an agriculture teacher in each of the sections of your region – someone who “keeps an ear to the ground” and knows what is happening or can make it happen.
- B. Plan what type of publicity you can produce during the year and make arrangements with those people, if in attendance at Conference.

### II. Prior to Deadline for Each Issue of the “Golden Slate”

- A. Make contacts (letters, phone calls, personal visits) with people who have information that needs to be communicated. Set their deadline one week prior to your own deadline.
- B. Compile all news, stories, and photos from your region into an organized and easily understood article. The article should be typed, double spaced and no longer than 300 words.
- C. Mail, fax, or email your copy to arrive in the Executive Director’s Office on or prior to the deadline. Inform the Executive Director if you have requested another person to send an article directly to him.
- D. Take pictures or encourage other persons to take photos of something significant in your region. The photos, together with a brief description, should be sent with your copy.

### III. Specifics Regarding Written Copy

- A. Interesting copy from your region.
  - 1. New ideas being tried.
  - 2. New or different programs being offered.
  - 3. Out-of-class or off-the-job activities of well-known agriculture teachers.
  - 4. Personal items of well-known agriculture teachers.
  - 5. Anything else worthy of recognition.
  - 6. Make it light and humorous if possible; most of all, make it READABLE.

III. Specifics Regarding Written Copy (Cont'd)

B. Other types of information.

1. Methods of obtaining free materials for use in Agricultural Departments.
2. New or different methods of teaching.
3. Unique activities.
4. Ideas that work (projects, labor savers, etc.).
5. Teaching tips (anecdotes or suggestions).
6. Effective Ag Advisory Committees or Booster Clubs.
7. "Letter to the Editor".

IV. Specifics Regarding Photographs

- A. Black and white or color photos may be submitted, however, black and white is preferable.
- B. Any size photo is acceptable.
- C. An identifiable action should be taking place in the photo.
- D. An identifiable person or persons should be in the photo.
- E. Take photos as close as possible and include just the important items.
- F. There should be a center of interest in the photo.
- G. Submit glossy photos of good contrast.
- H. People in the photo should be facing the center of interest or be involved with it.
- I. If you want photos returned, please inform the editor.

V. Deadline Dates

Copy must be IN CATA Office by:	Copy will go to to the printer:	Publication to be mailed:
August 20	September	October
November 12	December	January
March 24	April	May

Dates change based on the first Monday of the months listed.



**REGIONAL SECONDARY, POST SECONDARY, & OPERATIONS DIVISIONS**  
**CHAIRPERSON'S RESPONSIBILITIES**

I. General Duties

- A. Act as liaison between the State Division Vice President and the regional division members.
- B. Attend Regional Planning Meetings as called by the Regional President.

II. Fall Regional Meeting

- A. Solicit the membership for regional concerns, which would require state action.
- B. Develop these regional concerns into resolution form and ask the Regional President to present these resolutions at the Mid-Winter Governing Board Meeting.

III. Spring Regional Meeting

- A. Contact your State Division Chairperson before the Spring Regional Meeting for discussion topics.
- B. Prepare an agenda for the Department Meeting.
- C. Make sure your minutes are received by the Regional Secretary.

IV. Summer Conference

- A. Attend the division meeting and present your region's concerns.

## SECTIONAL PRESIDENT'S RESPONSIBILITIES

### I. General Duties

- A. Coordinate and administer the activities of the CATA Section. Each section of the state will vary as to its activities, but the Section President is a very vital communication link from the State and Regional Officers to the membership and vice versa.

### II. Specific Duties

- A. Hold a Planning Meeting early in the summer to plan the time, place, and person responsible for each of the year's activities. Include the Regional Supervisor.
- B. Work with the Regional Supervisor and/or Community College Agricultural Specialist for appropriate topics for sectional meetings and responsibilities, inservices, etc.
- C. Develop and keep up-to-date a guide for special activities that are specific to your section (i.e., Spouse's Night, fair meetings and responsibilities, Donor's Night, Inservices, etc).
- D. Make sure the Sectional Treasurer has the necessary materials to collect dues and forward them to the CATA State Office. Make a concerted effort to collect and forward dues.
- E. Take nominations for Teacher of Excellence and other awards and submit them at the Fall Regional Meeting.
- F. Set aside one Section Meeting (usually the September meeting) to discuss the yearly calendar and receive sectional input for upcoming meetings.

### III. General Instructions

- A. Coordinate the sending of meeting announcements, agendas, and meeting minutes of the previous meeting two weeks prior to each upcoming meeting.
- B. Develop a time line on the agenda so meetings will not drag.
- C. Try to include an inservice activity in every meeting.
- D. Strive to develop meetings to keep the Post Secondary teachers involved and interested.
- E. Prepare written sectional report for regional meetings.

## **SECTIONAL VICE PRESIDENT'S RESPONSIBILITIES**

### I. General Duties

- A. Preside over meetings in the absence of the President.
- B. Be prepared at all times to assist the President in discharging his/her duties.
- C. Serve as the Awards Chairperson for the section. Become aware of the awards, eligibility, requirements and due dates.
- D. See that sectional nominees for Teacher of Excellence and other CATA/NAAE awards (i.e., Outstanding Ag Ed Program, Outstanding Ag Teacher, Outstanding Young Member) are recognized.
- E. Prepare nomination presentations for the awards at a regional meeting prior to state award deadline.
- F. Encourage members to try for awards for which they are eligible.
- G. Assist President and Treasurer with the collection of dues. Make this a sectional team effort.
- H. Publicize the award-winning members of your section. Use the local newspaper and other media.
- I. Distribute resource list to all teachers of the section.
- J. Provide support to new teachers welcoming them to the section (i.e., phone call, visit, mentor).
- K. See minutes of Inservice Committee from Summer Conference.

## **SECTIONAL SECRETARY'S RESPONSIBILITIES**

### I. General Duties

- A. Coordinate with Sectional President the distribution of meeting notices to all sectional agricultural teachers at least ten days prior to the meeting.
  - 1. Include a meeting agenda and the previous meeting's minutes to your meeting call.
- B. Keep accurate minutes of all sectional meetings.
- C. Send thank you letters to all individuals supporting sectional activities, i.e.:
  - 1. Judges
  - 2. Program Sponsors
  - 3. Guest Speakers
  - 4. Host Schools
- D. Use local newspapers to publicize your sectional teachers and meetings.
- E. Send minutes to Executive Director and Regional President.

## SECTIONAL TREASURER'S RESPONSIBILITIES

### I. General Duties

- A. Personally contact each potential member in your section to urge him/her to pay dues.
- B. Send the membership form and dues monies to the CATA office as soon as possible.
- C. Use a fund-raiser system, etc. and attempt to build up the section's finances.
- D. Coordinate with the Regional and State Treasurer.
- E. You are encouraged to maintain a sectional checking and savings account.
- F. See that all sectional expenses are paid as directed by your Sectional Executive Committee.
- G. Maintain an up-to-date membership dues list.

### II. Membership Form Directions

- A. Fill out the form as completely as possible.
- B. Obtain the Member's signature and the complete credit card number if he/she desires to use the credit card system. The expiration blank refers to the date the member's credit card expires and the CVS# refers to the three-digit security code on the back of the member's credit card.
- C. The monthly billing system is to be paid in five installments of \$26, plus the \$26 down payment.
- D. Send the membership form together with check, money, or credit card information to:

California Agricultural Teachers' Association  
P.O. Box 186  
Galt, CA 95632-0186

- E. The CATA office will send a membership card and receipt to the new member by return mail.
- F. If you need membership forms, contact the CATA Office at (209)744-1614 or they may be downloaded from the CATA website.