



MOUNTAIN PLAINS ADULT EDUCATION ASSOCIATION  
HANDBOOK OF GUIDELINES, POLICIES, AND PROCEDURES  
Last update: October 30, 2009

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The Strategic Plan, Constitution, and Standing Rules are posted on the MPAEA Web site,  
[www.mpaea.org](http://www.mpaea.org).

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## MISSION STATEMENT, HISTORY, AND GOVERNING BOARD

**Mission Statement:** The mission of Mountain Plains Adult Education Association (MPAEA) is to support and promote lifelong learning in the Mountain Plains Region. In order to achieve this mission, the association does the following:

- Promotes and provides professional development opportunities for adult educators.
- Publishes and distributes relevant information about lifelong learning.
- Supports and strengthens member associations within the region.
- Seeks and fosters realistic and innovative approaches to lifelong learning.
- Creates and facilitates a forum for futuristic planning.

**History:** The Mountain Plains Adult Education Association serves members in an eight-state region. The original charter and founding policies were developed in 1942. The four original states were Colorado, New Mexico, Utah, and Wyoming. In 1961 Arizona, Idaho, and Nevada joined. Montana became the eighth state in 1988.

The Association has grown from the vision of a few hard-working pioneers to become a creative and effective force in the field of adult and continuing education. It is one of the oldest regional adult education organizations in the United States. For more than a half century, MPAEA has been on the cutting edge of adult education as a state, regional, and national imperative.

**Administrative Board:** The Administrative Board of the Association consists of the President, President-Elect, Past-President, Secretary, Treasurer, and two elective officers from each affiliated state.

# EXECUTIVE COMMITTEE

## PRESIDENT

The President is responsible for:

1. Providing leadership and vision for MPAEA.
2. Overseeing all activities of the Executive Committee.
3. Scheduling meetings of the Executive Committee prior to the Annual Conference, Summer Board Meeting, and others as deemed necessary.
4. Scheduling the annual Winter Executive Board Meeting. This meeting is generally held at the site of the conference to be held one year from the end of the President's term.
5. Preparing the agendas and chairing the Pre-Conference Board Meeting, Annual Business Meeting, Summer Board Meeting and conducting any other meetings deemed necessary.
6. Working with the Conference Committee to arrange a time and location for the Post-Conference Board Meeting, typically held after the last Conference session on the last day of the Annual Conference. (The President-Elect develops agenda for this meeting.)
7. Assigning committee members and committee chairs for each committee at the Post-Conference Board Meeting.
8. Working with the Conference Committee to arrange a time and location for the Summer Board Meeting, which is typically held at the site of the next conference.
9. Working with the Conference Committee to arrange timing of and special needs for the Annual Business Meeting.
10. Communicating with all committee chairs to ensure written reports for the Board and to arrange for presentations, if any, at the Annual Business Meeting.
11. Passing the gavel to the President-Elect at the Annual Business Meeting.
12. Updating a "Welcome Letter" to new MPAEA members and ensuring either electronic or postal mailing to new members.
13. Writing a "President's Message" piece for each of the Newsletters distributed during tenure.

## PAST-PRESIDENT

The Past-President is responsible for:

1. Chairing and overseeing the functions of the Nominations and Elections Committee.
2. Performing such duties as shall be prescribed by the Board.
3. Annual review of the Strategic Plan and suggest appropriate changes and updates if necessary.
4. Personally welcoming and orienting New Board Members for the year and providing information about the Handbook, Post-Conference Board Meeting, and Board Member responsibilities.
5. Updating the Conference Handbook.

## PRESIDENT-ELECT

The President-Elect is responsible for:

1. Chairing and overseeing all activities of the Membership Committee.
2. Sending MPAEA membership applications to each of the eight state affiliates' newsletter editors, along with a letter requesting that the application be published in their newsletter at least once during the year. The letter should be sent by October 31<sup>st</sup> of each year.
3. Developing, distributing, and collecting survey of interests/needs for the annual Conference.
4. Maintaining a list of each state's Newsletter Editor (Newsletter Committee to provide the list) to be housed in the Board Room on the Web site.
5. Maintaining a list of the Presidents of each affiliated State Association to be housed in the Board Room on the Web site.
6. Presiding over the Past-Presidents' Invitational Round Table
  - A. Plan the agenda for the meeting.
  - B. Prepare guest mailing list from past MPAEA presidents, affiliate state presidents, and emeritus members.
  - C. Write and mail invitations to those listed above.
  - D. Arrange for a meeting room and select the menu.
  - E. Ensure the minutes are taken by the MPAEA Secretary or a substitute.
  - F. Conduct the meeting.
  - G. Pass the recommendations/comments from the meeting to the President, Newsletter Editor and Archivist.
7. Updating information for Past-Presidents as information becomes available.
8. Preparing the agenda for the Post-Conference Board Meeting.
9. Presenting the outgoing President with a plaque.
10. Chairing all meetings when the President is unable to attend.

## SECRETARY

The Secretary is responsible for:

1. Taking minutes of Board meetings, business meetings, Executive Committee meetings, Past-Presidents' Invitational Round Table, and any special meetings as established.
2. Disseminating minutes electronically to all Board Members within two weeks of the date of the meeting.
3. After minutes are approved, sending them to Web Master for posting in the Board Room on the Web site.
4. Making copies of previous year's business meeting minutes available at current year's business meeting.
5. Keeping list of Past-Presidents and roster of Board Members current and posted on the Web site..
6. Developing a committee list to be housed in the Board Room on the Web site and keeping it current.
7. Maintaining a list of recipients of various awards and scholarships given at the Annual Conference (Professional Development and Awards Committees to provide the lists) and updating Web site.
8. Maintaining the membership, institution, library, and emeritus lists and keeping them current and posted on the Web site in the Board room.
9. Updating rotation schedules (e.g. for elections, Annual Conference and Summer Board Meetings, etc.) in APPENDIX A - ROTATION SCHEDULES.
10. Maintaining stationery on the Web Site.
11. Updating name tags and name plates (including newly elected officers) and having them available at the Annual Conference.
12. Revising and disseminating current MPAEA information as requested.
13. Assisting with the new Board Member training session.

## TREASURER

The Treasurer is responsible for:

1. Maintaining the checking, savings, saving certificates, and all financial records of MPAEA.
2. Preparing, disseminating, and making quarterly and other appropriate reports for each Board Meeting and for the Annual Business Meeting.
3. Preparing books for annual audit.
4. Being available to provide information and advice to the Finance Committee, Board of Directors, and general membership.
5. Paying bills as appropriate and within the guidelines of the approved budget.
6. Investing MPAEA funds in participating financial institutions with Executive Board approval.
7. Working with Executive Board Members in securing dollar advantages for members.
8. Updating membership list when applicable.
9. Sending *MPAEA Journals* and Newsletters in response to requests for issues not received and informing *Journal* Editor and Secretary.

## OTHER (NON-VOTING) BOARD POSITIONS

### JOURNAL EDITOR

The Journal Editor is responsible for:

1. The review and evaluation of articles submitted to the *Journal*.
2. The establishment of a review board for each article submitted to the *Journal*.
3. Working with the Journal Committee to maintain the integrity of the *Journal*.
4. The publishing and distribution of the *Journal* two (2) times per year, once in the spring and once in the fall.

### NEWSLETTER EDITOR

The Newsletter Editor is responsible for:

1. Designing, writing, laying out, and arranging for the printing and dissemination of the Newsletter four times per year. Mailing costs are in the Association budget and are thus reimbursable to the Editor.
2. Coordinating with the Executive Committee and senior Board Members from each state for submission of articles and material according to the publication schedule. Examples of Newsletter contents include: message from the President, reports from each of the states on activities relevant to adult and continuing education, committee reports, announcements requesting applications for awards, scholarships, tips for educators, timely news articles, etc.

Publication schedule is as follows:

Text deadline	Publication Date	Focus
February 9	March 1	Pre-Conference information.
May 12	June 1	Post-Conference information.
August 11	September 1	Summer Board Meeting/change of committee members.
November 10	December 1	Conference notices/Call for Presenters/Awards.

3. Ensuring that Conference information and photos are obtained each year at the conference.
4. Updating the state association newsletter editors' list and submitting the list to the Secretary.

### WEB-SITE EDITOR

The Web site Editor is a paid position and is responsible for:

1. Updating and maintaining the Web site.
2. Working with the Web site Committee to keep the site current and up-to-date.
3. Working with the Conference Committee to keep conference information current.
4. Working with the Executive Committee and Board to update information as needed.
5. Keeping a current database and preparing mailing labels and other items as needed.

# RESPONSIBILITIES OF THE BOARD

## FULL BOARD

The purpose of an MPAEA Board Member is to act as a voting member of the Board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the Association; to monitor the Association's financial health, program, and overall performance; and to provide the President of the Association with the resources to meet the needs of members served.

Guidelines:

1. The Administrative Board of the Association shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, and two directors from each affiliated state.
2. An officer and a member of the Board of Directors shall have been a member of the Association for at least one year prior to election to office.
3. The Administrative Board shall take office at the close of the Annual Conference during which they are elected, for the terms specified in Article IV, Sections 3 through 6 of the Constitution, or until their successors are elected and qualified.
4. Between elections the Administrative Board shall fill vacancies for unexpired terms which may occur in any office except that of the President (President-Elect shall succeed to this office). Completion of such term as President shall not be a part of the regular one-year term as President which the President-Elect begins at the close of the next Annual Conference.
5. The Administrative Board shall manage the general affairs, property, and administrative operations of the Association; interpret and implement its policies; adopt an annual budget and authorize expenditures within its limitations; assign duties and responsibilities among the officers and members as it may from time to time determine; and carry out instructions of the membership agreed upon at the Annual Conference.
6. In case of an emergency between meetings of the Board and Officers, the President may canvas the Officers by mail, e-mail, fax, or by other communication technology. Action authorized through these procedures shall be ratified at the next regular meeting of the Board. See Article IV Section 11.
7. The Administrative Board shall hold at least three regular meetings annually: one during the month of July, one immediately preceding the Annual Conference of the Association, and one immediately following the Annual Conference of the Association. The Board shall hold special meetings at the request of the President or on petition of five of its members.
8. According to the need of the individual and the availability of funds, the Administrative Board will allow reimbursement to the Board Members for travel expenses incurred up to \$450 in order to attend the Summer Board Meeting. Otherwise, Board Members should view their participation in MPAEA as volunteer work and should not expect compensation. If any money remains from the budgeted amount, that money may be divided equally between those whose institutions did not cover all expenses. The additional request for reimbursement must be submitted in writing after October 1, but prior to October 15. The maximum total reimbursement for Summer Board Meeting travel is \$600 per Board Member.
9. The Full Board's responsibilities are:
  - A. Establishing policy.
  - B. Monitoring finances.
  - C. Creating and updating a long-range plan for the Association.

## INDIVIDUAL BOARD MEMBERS

Board Members are responsible for:

1. Attending all Board meetings.
2. Becoming knowledgeable about the Association.
3. Representing the Association to individuals, the public, and other organizations and being a source of information to legislators, other members, and state organizations.
4. Promoting MPAEA as a professional development organization, the Annual Conference, and the benefits of membership.
5. Representing their states on the Board, assisting with the election process, distributing membership brochures, and recruiting new members.
6. Helping the Treasurer keep an accurate and updated list of members in their respective states.
7. Attending three board meetings annually: Pre-Conference, Post-Conference, and Summer Board Meetings.
  - A. Coming to Board meetings well prepared and well informed about issues on the agenda.
  - B. Contributing to meetings by expressing personal (or individual) points of view and representing the views of members from that member's state.
8. Serving on one or more committees and acting as chair for some. All committee chairs are to submit written reports to the Board at the Summer Board Meeting. For some, committee reports will be presented at the Annual Business Meeting as well.
9. Being willing to fulfill various assignments during the year and setting time needs aside to complete duties and fulfill committee obligations.
10. Assuming Board leadership roles when asked.
11. Considering submission of and encouraging others to submit articles to the *Journal of Adult Education*.
12. (Senior member) Submitting articles about one's state regarding professional development opportunities, successes, awards, and innovations to the MPAEA Newsletter (quarterly) and to State Association newsletters and/or the Web site.
13. (Junior member) Ensuring that a bid basket or bid item is brought to the Annual Conference.

## NEW BOARD MEMBERS

New Board Members are responsible for:

1. Becoming familiar with the Constitution and Standing Rules.
2. Knowing MPAEA's mission and purposes.
3. Reviewing MPAEA history and past minutes (Secretary).
4. Understanding Board Members' responsibilities in the election process (Past President).
5. Understanding that Board Members serve for three years.
6. Realizing the Secretary and Treasurer are appointed by the incoming President and are approved by the Board for a period of one year; they can be reappointed each year.
7. Understanding that the Annual Conference and Summer Board Meetings are rotated on a yearly basis from state to state (see APPENDIX A - ROTATION SCHEDULES).
8. Serving on the Conference Committee when Annual Conference is held in one's state and working with the state association.
9. Becoming familiar with the Web site: <http://www.mpaea.org>
10. Becoming familiar with the use of the Association's Listservs.
11. Becoming familiar with additional items that need to be covered.

# COMMITTEES/PROJECTS

## ARCHIVIST

The president appoints members to this committee, which is responsible for:

1. Collecting of Association items to be preserved in a library. These materials include the conference brochure and agenda, presentation papers (if available), Newsletters, budget reports, minutes of official proceedings, photographs, and appropriate correspondence, all of which should be catalogued/recorded by subject matter and/or by year.
2. Collecting and preparing an annual summary which can be used for the MPAEA history book.
3. Forwarding the material after five years' time to the selected library for storage, which is housed at Arizona State University:  
Attn.: Robert Spindler, University Archivist  
Luhrs Reading Room  
ASU Hayden Library  
P.O. Box 871006  
Tempe, Arizona 85287-1006  
Phone: 480.965.4932  
  
Additional contact: Marilyn Wurzburger  
Special Collections Librarian  
PO Box 871006  
Tempe, Arizona 85287-1006  
E-mail: [marilyn.wurzburger@asu.edu](mailto:marilyn.wurzburger@asu.edu)
4. Presenting the history every five years at the Annual Conference before submitting materials to the library for storage (beginning with 2006 and occurring every five years thereafter).
5. Advertising the archives to the membership and encouraging members to submit photos, copies of papers presented, etc. to the archivist.
6. Assembling and maintaining conference materials for the archives, e.g., programs and photographs.

## AUDIT COMMITTEE

The President appoints this committee and its chair (no fewer than three members). It is recommended that the Treasurer of the state affiliate organization where the Annual Conference is held be one of the committee members, where possible.

The Audit Committee is responsible for:

1. Examining the records and procedures of the Treasurer at least once a year.
2. Examining by random sampling the books for at least four (4) individual or consecutive months.
3. Checking for (accuracy and authenticity) all receipts and payments and comparing the Association checkbook with the appropriate bank statements.
4. Reporting the findings of the Audit Committee to the membership at its Annual Business Meeting.

## AWARDS COMMITTEE

The purpose of the Committee is to recognize and publicize the outstanding efforts and achievements of individuals, organizations, and/or institutions within the boundaries of MPAEA. The President appoints the chair and members. The committee consists of a minimum of three members who represent a minimum of three states.

The present MPAEA awards, based on available funding, are listed in APPENDIX D - AWARDS AND SCHOLARSHIPS. The Board may also decide at any board meeting to present special awards. For example, an award may be presented to a person who has done an outstanding job on the Newsletter, Journal, etc.

Plaques are presented to the out-going President and Board Members.

The Committee is responsible for:

1. Seeking nominations for and selecting recipients for the awards presented annually by the Association.
2. Ensuring all awards (plaques, certificates, etc.) are complete and available at the start of the Annual Conference. 120 days prior to the conference, the Awards committee should contact the Conference Committee to find an awards/plaque vendor in the host state. At 90 days prior to the conference, Awards Committee should contact them again with the design/template and get cost estimates.
3. Working with the Conference Committee to determine when and where the awards will be presented.
4. Working with the Conference Committee in determining the desired set-up (i.e. podium and table for awards) for the Awards Presentation.
5. Working with the Conference Committee and the Newsletter Editor to arrange for a photographer. 30 days prior to the conference, send out an email to the board/conference chairs to get a Photographer set up for the Awards presentation.
6. Providing a list of recipients of the various awards to the Secretary and Archivist for updating the Web site and Archives.
7. Providing copies of the biography of each award recipient to the editor of the Newsletter.
8. Working with the National Adult Education Honor Society to provide Certificates of Recognition for up to three award winners for each participating state. (State associations are to provide the names and a 150-word biography for three of their state inductees to the MPAEA Awards Committee Chair. A handout with bios of award winner is then produced and distributed at the Awards Ceremony, along with the announcement and presentation of the certificates. The conference host state's winners may receive their certificates in person as special guests at the awards ceremony.)
9. Send (email or postal) Professional Development Certificates to members who request it upon completion of the conference. A Professional Development Certificate is equivalent to a certificate of attendance at the conference.

## CONFERENCE COMMITTEE

The host state appoints the chair of this committee; the chair appoints other members of the committee. Traditionally, members of the committee belong to the state affiliate of the Annual Conference host state.

The Committee is responsible for:

1. Planning the place, dates, theme, agenda, etc. of the Annual Conference in cooperation with the MPAEA Administrative Board.
2. Making a report to the Board on the proposed location and agenda at the Summer Board Meeting the year prior to the Conference being planned.
3. Working with MPAEA Board Members to determine dates of the Summer Board Meeting, which is held at the future Conference site and familiarizing the Board with the site and location.
4. Working with each Committee during planning phases to determine their needs for time and space at the Annual Conference and scheduling activities as required by the Committees.
5. Involving State Association members in Conference planning and delivery.
6. Assuming fiscal responsibilities for the Conference and determining tax-exempt restrictions, if any, with the state.
7. Informing all those necessary of the Annual Conference so appropriate publicity can be given to the Annual Conference by working closely with the Marketing and Newsletter Committees.
8. Presenting to the Board at the conclusion of the Conference at the Post-Conference Board Meeting a preliminary evaluation of the Conference.
9. Obtaining, and upon completion of final accounting, returning the \$2000 advance from MPAEA, with 25 percent of Conference net profits going to the state association.
10. Submitting a final Annual Conference report and financial report to the Board no later than June 30 after the Conference, so the budget for the new fiscal year can be completed.
11. Assisting the Administrative Board in updating the Working Conference Handbook and the Archivist in updating the Conference History.
12. See Working Conference Handbook for additional information.
13. Ensuring that the following are incorporated into the annual conference:
  - A. Pre-Conference Board Meeting usually held the Wednesday before from 4-6 pm.
  - B. New Board Orientation.
  - C. Past Presidents' Invitational Roundtable normally a luncheon on Thursday
  - D. Business Meeting normally held during lunch on Friday
  - E. Informational meeting/activities/promotional items for new members.
  - F. Awards Banquet normally held the last evening of the conference.
  - G. Post-Conference Board Meeting held on the last day of the conference, about three hours long.
  - H. Check with Executive Committee members for exact times and numbers.

## CONFERENCE HANDBOOK

The Handbook is a project of the Association and as such is not a committee. The Past-President is responsible for overseeing this project. Updating and revising the Working Conference Handbook is a responsibility of the Administrative Board and the retiring Conference Committee. **Where is electronic version?**

The purpose of the Working Conference Handbook is to provide the Conference Committee, the officers, and other committee chairs of the Association guidelines for the Annual Conference. The Handbook lists the responsibilities of committees and officers and suggests when, where, and how they are to be carried out.

The Working Conference Handbook is supplemented by conference materials compiled by the Archivist of the Association.

## CONSTITUTION COMMITTEE

The Chair and members of this Committee are appointed by the President. For further reference, see Articles VIII and IX and the Standing Rules in the Constitution.

The Committee is responsible for:

1. Reviewing the Constitution and Standing Rules to identify any changes necessary.
2. Proposing amendments to the Constitution to the Board and at the Annual Business Meeting of the Association for a vote by the membership.

## EXECUTIVE COMMITTEE

The Committee shall consist of the President, Past-President, President-Elect, Secretary, and Treasurer of the Association. The Committee provides counsel to the President in order to make recommendations to the Board and the membership. The President is the Chair of the Committee. Other members of the Committee may be drawn from various committee chairs as needed and appropriate. Refer to pages in this Handbook which detail responsibilities of each officer.

The Committee is responsible for:

1. Overseeing the annual strategic planning process (unless an ad hoc planning committee has been designated for this purpose).
2. Ensuring the Board performs an annual self-evaluation.
3. Overseeing Board development and training.
4. Making recommendations to the full Board for authorization of non-budgetary expenditures.

With regard to the Annual Conference, Executive Committee responsibilities include:

5. Inviting new Directors and Officers to be at the Conference and at the new Board Member Orientation, usually held during the Annual Conference.
6. Scheduling the Pre-Conference, Post-Conference, and Summer Board Meetings.
7. Organizing the Annual Business Meeting with the Conference Committee, setting the agenda, and determining needs for the podium and microphones, etc.
8. Including within the agenda of the Annual Business Meeting: minutes, Treasurer's report, Audit Committee report, nominations and election results, presentation of all scholarships, awards to outgoing Board Members and President, various committee items as requested, and passing of the gavel from President to President-Elect.

## FINANCE COMMITTEE

The purpose of this Committee is to ensure the Association's financial stability by providing oversight on its budget and investments. The Committee is made up of the Association Treasurer and other members appointed by the President.

The Committee is responsible for:

1. Remaining current with IRS rules and regulations and ensuring the Association is in 100 percent compliance at all times.
2. Consulting with the Association Treasurer to design and implement a long-range financial plan for the Association.
3. Establishing an investment policy to maximize the Association's income, stability, and longevity.
4. Reviewing all proposals which require a long-term commitment of the Association's resources and making recommendations to the Board relevant to the adoption of such policies.
5. Presenting to the Board recommendations on matters related to financial institutions including loans, investments, bank accounts, and specific funds established by the Association.
6. Providing financial perspective and advice on issues being addressed by other committees as requested.
7. Presenting a financial report to the Board.

## JOURNAL OF ADULT EDUCATION COMMITTEE

The *Journal of Adult Education* (Journal) is a project of the MPAEA and a refereed publication. It is published two times a year in the spring and the fall. The Editorial Board consists of two members from each affiliate state. Editors for the Techniques Section and Book Review also serve. The Journal Editor is appointed by the Board. At the present time, no limits have been placed on terms of the Editorial Board Members; all members must be MPAEA members.

Guidelines for acceptance into the Journal are clearly outlined in each issue of the Journal and are posted on the Web site. Each manuscript is reviewed by three members of the Editorial Board. Manuscripts for the Journal should be solicited in the MPAEA Newsletter, newsletters of affiliate states, various state and MPAEA conferences, and any other source deemed appropriate by the Journal Committee.

The Journal Editorial Board is responsible for:

1. Evaluating the *Journal* and providing appropriate feedback to the Journal Editor.
2. Reviewing and editing scholarly manuscripts and articles for the Journal.
3. Assisting the Editor in making the *Journal* successful.

The Journal Editor is responsible for:

1. Managing the solicitation, selection, editing, printing, and dissemination of the *Journal*, within the budgetary guidelines established by the Board, to all individual and organizational members.
2. Ensuring there is a session at the Annual Conference on how to write for the *Journal* and other publications and requesting submission of articles.

## LEGISLATIVE COMMITTEE

The purpose of the Legislative Committee is to assist the Association in educating the membership on legislative issues affecting the practice and profession of adult, continuing, and community education. The President appoints the Committee Chair and members.

The Legislative Committee is responsible for:

1. Posting national legislative Calls for Action from such organizations as COABE, the National Association of State Directors of Adult Education, ProLiteracy, etc. to the MPAEA Web site.
2. E-mailing such Calls for Action to the designated Legislative Committee Chairs for each of the MPAEA state affiliates.
3. Maintaining an accurate list on the Web site of the state affiliate legislative contacts with e-mail addresses.
4. With approval of the MPAEA Executive Committee, sending an e-mail blast to all MPAEA members on key Calls for Action from organizations listed above.
5. Presenting or soliciting at least one presentation at each MPAEA annual conference on advocacy for adult, continuing, and community education at the local and/or state levels.
6. Posting materials on the MPAEA Web site to help local and state organizations advocate for adult, continuing, and community education.
7. Writing an advocacy tip to be included in each MPAEA Newsletter.
8. Formulating recommendations for new legislation as necessary or as required by the MPAEA membership.
9. Gaining approval of recommendations from the membership and presenting recommendations to appropriate persons, including legislators.
10. Preparing a legislative report for the Summer Board Meeting if needed.
11. Presenting a legislative report at the Annual Business Meeting if needed.

## LISTSERVS, ETC.

The Listserv and other means of electronic communication are projects of the Association and do not constitute a committee. The President appoints Board Members wishing to work on these projects.

Completed projects include the Association Listserv and the Board Member Listserv.

Individuals working on these projects are responsible for:

1. Assisting the Board in using electronic communication for the dissemination of information.
2. Communicating among members.
3. Promoting the Association and the field of adult and continuing education.
4. If necessary, presenting a report at the Summer Board Meeting and at the Annual Business Meeting.

## MARKETING COMMITTEE

The Committee is charged with the responsibility of assisting with the publicity of all meetings, conferences, projects, or special news items as deemed necessary by the President and/or Board. The Committee also promotes MPAEA products which help contribute to the scholarship fund and other MPAEA activities. The President appoints the Committee Chair and members.

The committee is responsible for:

1. Assisting with the marketing and promotion of MPAEA throughout the year, with items that contain the Association logo, and-with special activities at the Annual Conference. Some items are made available solely for publicity purposes while other items and activities are designed to support specific projects, such as the scholarship fund, directly related to the Association's mission.
2. Working with the Conference Committee to schedule time and space for marketing activities (e.g., silent auction and MPAEA merchandise).
3. Organizing and implementing marketing activities at the Annual Conference.
4. Providing support and assistance to committees and the Board at their request throughout the year.
5. Gaining approval from the Board of all activities.
6. Requesting an adequate budget from the Board to carry out its designated activities.
7. Preparing a brief report of marketing income at the Annual Conference Board Meeting (Committee Chair).

## MEMBERSHIP COMMITTEE

The purpose of the Membership Committee is to develop projects, programs, materials, and/or activities needed to encourage new membership of individuals, institutions, and organizations that subscribe to the goals of the Association. The President-Elect is the Chair of this Committee; The President appoints the members of the committee. The Membership Committee consists of a minimum of three members who represent a minimum of three affiliated states. The Secretary and Treasurer are ex-officio members.

The levels of one year memberships are: Students (\$20), Individual (\$30); Library (\$100); Institutional \$100 (colleges, universities, state agencies, public schools, corporations, etc.); and Emeritus. The Institutional category of membership entitles the institution to two copies of the *Journal of Adult Education*, and two copies of the Newsletter (per printing). Emeritus membership entitles the individual to free membership in the Association with all rights and privileges thereof and reduced Conference registration fees.

For further reference refer to Article III and Standing Rules of the Constitution.

The Committee is responsible for:

1. Working with the Conference and Professional Development/Scholarship Committees to encourage diverse and continuing membership of individuals, institutions, and organizations.
2. Soliciting nominations for emeritus membership, presenting these nominations to the Board, working with the Secretary to update the list of emeritus members, and working with the Conference Committee and President-Elect to ensure recognition of emeritus members at the Annual Conference.
3. Working closely with the Marketing Committee to promote the Association.
4. Bearing responsibility, along with the Board, for obtaining new and continuing memberships of the Association.
5. Arranging with the Conference Committee to have MPAEA membership materials and publications displayed and available at the Annual Conference.
6. Submitting during each year at least one article for the MPAEA Newsletter to report on Membership Committee activities.
7. Working with the President-elect as requested to submit MPAEA application to affiliated states' newsletter editors annually.
8. Keeping the Board thinking about ways to encourage membership during the year.

## NOMINATIONS AND ELECTIONS COMMITTEE

This Committee is responsible for annually securing nominations for and implementing voting procedures for the President-Elect and Directors of the Association. The immediate Past-President chairs this committee. Additionally, the President appoints two other members representing different states.

The Secretary prepares separate mail-in ballots for the election of the President-Elect and Directors in each affiliated state. Provisions are included on the ballot for the write-in election of other qualified members. These ballots are mailed by the Secretary to the qualified voting members by March 1<sup>st</sup> of each year. .

The voting members are directed to return mail-in ballots to the Chair of the Committee by April 1<sup>st</sup> of each year. For further reference see Article III and the Standing Rules of the Constitution.

This Committee is responsible for:

1. Contacting the Senior Director of each state by January 15<sup>th</sup> each year to secure nominations for President-Elect of the Association and for a Director from their respective states (See APPENDIX A - ROTATION SCHEDULES for rotation list of Directors by state).
2. Obtaining required nominations from each state's Senior Director by February 15<sup>th</sup> each year.
3. Providing the Secretary with a list of nominations for President-Elect and Directors for validation by February 25<sup>th</sup> of each year.
4. Overseeing the printing of the ballots, ensuring proper voting procedures, and reporting the results to the Association at the time of the Nominations and Elections Committee report at the Annual Conference.
5. Ensuring that notification is made to the new President-Elect and Directors and requesting their attendance at the Annual Conference.
6. Forwarding a list of all outgoing Board Members to the Chair of the Awards Committee by April 5<sup>th</sup> of each year.

## PROFESSIONAL DEVELOPMENT/SCHOLARSHIP COMMITTEE

The purpose of this Committee is to:

- offer, receive, and review applications;
- award professional development scholarships of the Association; and
- promote and provide professional development opportunities for adult educators.

The goals of the Committee are integral to accomplishing the mission of the Association and further promote lifelong learning by adult education practitioners.

The present MPAEA scholarships and grants, based on available funding, are listed in APPENDIX D - AWARDS AND SCHOLARSHIPS.

The President appoints the Committee Chair and members.

The Committee is responsible for

1. Overseeing the process for scholarships and the State Association Professional Development Grant:
  - A. Completing evaluation by mid-February since scholarships are presented at the Annual Conference.
  - B. Reviewing and forwarding to the President any reports from recipients.
  - C. Reviewing all receipts of the recipients of the Professional Development, Memorial, and Student Scholarships.
  - D. Forwarding to the Treasurer applications and receipts with recommendations for approval or rejection of payment.
  - E. Providing applications to all MPAEA Board Members and State Association presidents for dissemination.
  - F. Providing announcements of award applications to the MPAEA Newsletter and state affiliate newsletter editors.
  - G. Presenting the names of recipients of the scholarships at the Annual Business Meeting.
  - H. Providing a list of all award winners to the Secretary and Archivist for updating the Web site and Archives.
2. Publicizing professional development activities and grant/job opportunities in the Newsletter and on the Web site. (from Strategic Plan)
3. Developing regional and topical professional development opportunities.

Future goals might include:

- Developing a session at the Annual Conference entitled Graduate Opportunities in Adult and Continuing Education.
- Developing a professional development model that may lead to a credential or certificate.

## STRATEGIC PLANNING COMMITTEE

The Past-President Chairs this committee; the President appoints committee members.

The committee is responsible for:

1. Annually reviewing the strategic plan developed by the Board and making recommendations for changes and updates.
2. Soliciting input from Board Members as to suggestions they may have.

## WEB SITE COMMITTEE

The President appoints the Chair and members of this committee. The purpose of the Web site Committee is to make recommendations for the development and maintenance of a professional Web site that accurately displays what MPAEA is and does and effectively communicates with its membership and prospective members.

The committee is responsible for:

1. Ensuring the Web site promotes MPAEA.
2. Ensuring the MPAEA Web site is current.
3. Soliciting information from states to place on the Web site.
4. Collaborating with the MPAEA President and Board of Directors to ensure that Web site content reflects MPAEA philosophy.
5. Coordinating with the Newsletter Editor and the Awards Committee to ensure photographs are available from the Conference for the Web site.
6. Working with other states to ensure that MPAEA Web site is a part of the states' Web sites.

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## APPENDIX A - ROTATION SCHEDULES

### ANNUAL CONFERENCE AND SUMMER BOARD MEETING

YEAR	CONFERENCE	SUMMER BOARD MEETING
2000	UT	NM
2001	NM	AZ
2002	AZ	NV
2003	NV	MT
2004	MT	WY
2005	WY	CO
2006	CO	ID
2007	ID	UT
2008	UT	NV
2009	NV	NM
2010	AZ	NM
2011	NM	MT
2012	MT	WY
2013	WY	CO
2014	CO	ID
2015	ID	UT
2016	UT	NM
2017	NM	AZ
2018	AZ	NV
2019	NV	MT
2020	MT	WY
2021	WY	CO
2022	CO	ID
2023	ID	UT

### ELECTION OF BOARD MEMBERS

STATE	05	06	07	08	09	10	11	12	13	14	15	16
ARIZONA		X	X		X	X		X	X		X	X
COLORADO	X	X		X	X		X	X		X	X	
IDAHO	X		X	X		X	X		X	X		X
MONTANA	X		X	X		X	X		X	X		X
NEVADA		X	X		X	X		X	X		X	X
NEW MEXICO	X	X		X	X		X	X		X	X	
UTAH	X		X	X		X	X		X	X		X
WYOMING		X	X		X	X		X	X		X	X

## MPAEA NEWSLETTER

YEAR	STATE
1995	NV
1996	WY
1998	UT
Starting in 1999, the position of Newsletter Editor is up for bid.	

## JOURNAL OF ADULT EDUCATION

YEAR	EDITOR	INSTITUTION	STATE
1973-1975	Glenn Jensen/Hilton Power	University Of WY	WY
1976-1979	Glenn Jensen	University of WY	WY
1979-1981	Frank Tanner	University of WY	WY
1981-1985	John Christopher/Paul Kipper	University of WY	WY
1986-1989	Michael Day/Burton Sisco/Donna Whitson	University of WY	WY
1989-1994	Burton Sisco/Donna Whitson	University of WY	WY
Starting in 1995 the Editor's position is up for bid every five years.			
1995-2000	Mike Tomlin	University of ID	ID
2000-2003	Darrel Hammon	Lewis & Clark State College	ID
2005-2007	Andy Shinkle	Utah State University	UT
2007-	Gary J. Conti	Oklahoma State University	OK

Additional information regarding the formation of the Journal is available in the Fall 1988 issue, Vol. 17, No. 1, pp. 3-10. Current submission guidelines are posted on the MPAEA Web site.

APPENDIX B - SAMPLE LETTERS  
TREASURER TO PAST-PRESIDENT RE PROCEDURE FOR  
NOMINATIONS/ELECTIONS

January 2, 1997

Judy Harrison (Past President)  
230 West 2nd South  
Brigham City, UT 84302

Dear Judy:

By way of review, here is the way we should proceed pertaining to the Elections and Nominations Committee:

1. You should contact each senior board member from Arizona, Colorado, Nevada, New Mexico, and Wyoming to remind them they will need to submit a name(s) for a new board member. If they have any questions, please refer them to the Constitution and the MPAEA Handbook.
2. The senior board member (or anyone at large) in conjunction with the junior board member from each state should also submit a name for president-elect. Nominations do not have to come from the state from which they reside.
3. Before any name is submitted, the person should be approached about their commitment to serve if they are elected.
4. At least 50 days (about March 3, 1997) before the conference, the senior board member is to contact you with a name(s) of those running for board member and president-elect. Once the names have been received, please contact me to verify the eligibility of each person (we will do this around March 10, 1997).
5. No less than 40 days (perhaps March 14, 1997) in advance of the conference, we will need to work together to prepare a ballot for those running for board of directors and President-Elect. For continuity, it is suggested that I prepare the ballot and mail it out. A sample of a past ballot is enclosed for your reference. Once the ballot is printed, it will be mailed to the individual states and only to those members who are eligible to vote (current members). It should be mentioned that each state will have a separate ballot.
6. Approximately thirty days (April 1, 1997) in advance of the conference, the ballots should be mailed back to you. (We will list your address on the ballot.) At that time, the ballots should be counted. The winners from each state should be notified and asked to make arrangements to attend the conference which might also include the training session prior to the board meeting.
7. Each ballot will have my signature stamped in red ink. Only those ballots stamped in this manner should be counted. This will avoid the problem of someone photocopying a ballot and sending in more than one.
8. During the conference, the Elections Committee will need to be prepared to announce the election results.

No doubt, none of this is new to you, but it is a good idea to review it. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Larry Wickham, Treasurer MPAEA

Enclosure

cc: Jean Fleming (President)  
Wilda Theobald (President Elect)  
Valerie Ward (Secretary)

PRESIDENT-ELECT'S INVITATION TO PAST-PRESIDENTS' ROUND TABLE

Dear MPAEA MEMBER:

In a few short weeks we will again be hosting the annual MPAEA conference in Salt Lake City. The dates are Wednesday-Saturday, April 26-29, 2000. We will be staying at the Wyndham Hotel and all reports indicate the speakers and workshops will be outstanding.

I also consider it an honor to be the one to invite you not only to the conference, but to a special meeting on Friday, April 28. It will be a luncheon by invitation only starting at 11:30 am for all Past-Presidents, State Association Presidents and Emeritus Members. During the twenty-eight years I have been a member of MPAEA, I have worked closely with most of you in one capacity or another. It would be a privilege to see and meet with you again. Part of the time we will spend together will include a discussion concerning the direction MPAEA will point toward for the coming century.

In the event you may not be able to make it to the conference or the luncheon, we would still value your wisdom and advice. It would be appreciated if you could share your thoughts with us by letter if you cannot be there in person. We would also be very interested to know how you are doing and what activities you are involved with. I can be reached in the following manner:

Larry B. Wickham  
Ricks College  
103 A.S.B.  
Rexburg, Idaho 83460-8011  
(208) 356-1040  
(208) 356-2140 FAX  
E-MailCWickhamL@Ricks.Edu

Thank you very much, and I look forward to hearing from you.

Larry B. Wickham, President-Elect  
Mountain Plains Adult Education Association

NOTE: If you will be at the luncheon (no charge to you) we will need to be notified by Monday, April 10, so we can confirm the arrangements with the hotel.

\_\_\_ YES, I will be joining the luncheon in Salt Lake on Friday, April 28.

\_\_\_ NO, I will not be able to attend but will share the following items with you: (Use the back if necessary)

Name: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## PAST-PRESIDENT WELCOME LETTER TO PRESIDENT-ELECT

March 26, 2001

Ms. Yvonne Hauwiller  
Bozeman Public Schools  
404 Main  
Bozeman, Montana 59715

Dear Yvonne:

On behalf of the board and the association membership, congratulations on being elected to the position of Mountain Plains Adult Education Association President-Elect. We look forward to the leadership and innovation you will bring to this office.

You will start your team at the MPAEA business meeting held as part of the 2001 annual conference in Albuquerque. That meeting will be 11:45 am to 1:30 pm on Friday April 27.

There is also a pre-conference board meeting late afternoon Wednesday April 25 and you are welcome to attend as a guest. Additionally, there is a New Board Member Orientation and breakfast meeting scheduled for Thursday April 26 from 7:00-8:20 am. We know that it is early, but it is a great way to meet the new board members and be a part of the current officers outlining the expectations for new board members.

Again, congratulations and welcome back to the MPAEA board. I think you will find an active and focused board. Your energy and commitment to excellence will further enhance the accomplishments of the board.

Sincerely,

Ray E. Peterson  
MPAEA Past-President

NOTIFICATION TO BOARD MEMBER OF AWARD RECIPIENTS FROM STATE

April 3, 1996

Vicky Ramakka  
Adult Education Consultant  
Nevada Department of Education  
700 E. Fifth Street  
Carson City, NV 89710

Dear Vicky:

I am writing to inform you that your nominations for the Mountain Plains Adult Education Association, Phyllis Rich (Award of Commendation) and Kay Sanders (Award of Merit) have been selected as the winners for Nevada. The committee felt you should be the one to let them know since you nominated them. Phyllis and Kay will be recognized at the annual meeting on May 2 through 4, in Helena, Montana. I hope that they will be able to attend.

Sincerely,

Mimi Frenette, Chair  
Awards Committee

MF/elm

# APPENDIX C - SAMPLE AGENDAS

## PRE-CONFERENCE BOARD MEETING

April 26, 2000  
Wyndham Hotel  
Salt Lake City, Utah

### Agenda

4 p.m. Call to order and roll call Ray  
Welcome, Introductions, and Logistics Ray

### Miscellaneous Items

Additions to the agenda Ray  
Approval of the agenda Ray  
Approval of the minutes, summer board meeting Kathy  
Summary discussion and minutes from winter Exec. meeting Ray  
Items of information/discussion from the secretary Kathy  
Treasurer=s report Gary  
Utah conference report Sandy

### Action Items

Appointment of a new Treasurer Larry  
Formation of an Audit Committee Ray  
Idaho vacancy Ray  
Board handbook Larry  
Dues for AAACE Ray  
Scholarship discussion Ray  
Dealing with resignations Ray  
Journal John  
Web site Update Ray  
Committee reports Chairs

### Discussion Items

Executive Assistant Ray

### Additions to the Agenda

Adjournment 6 p.m.

## PAST PRESIDENTS' INVITATIONAL ROUND TABLE

Welcome

Introductions (Lunch)

Past Leaders (thanks etc.)

Report from those who could not make it

Return addresses (need help in locating them)

MPAEA Survey (read)

What are we doing well-things we need to continue to do

Things to improve on

Ideas and projects for the future

## POST-CONFERENCE BOARD MEETING

Bring to order, welcome, (establish time limits?)

Appointments:

Secretary  
Treasurer  
Idaho replacement

Introductions

Conference Report (Sandra)

Budget Report (Gary)

Reimbursement Policy (Gary)

Summer Board Meeting--July 6-8 (9th) Starting/ending times

New Mexico Conference, dates, location etc.

Dates and location for 2002

Committee Assignments:

Archivist—Patricia Thorpe (Kathy Vickerman)  
Audit—Norene Peterson, ( 3 more)  
Awards—John Tollakson, (3 more/3 states)  
Conference (next year)—Leonard Begaye  
Conference Handbook—Executive Board  
Constitution—John Tollakson  
Credentialing—Darrel Hammon  
Executive—Larry Wickham, Plus Past Pres., Pres. Elect, Secretary, Treasurer  
Finance—Roger Porter  
Invitational Think Tank—Blair Liddicoat  
Journal—Darrel Hammon

Legislative—Cathy Calderwood  
Listserv—Lou Workman  
Marketing—Sandra Grant  
Membership—Blair Liddicoat, (3 more/3 states), Secretary and Treasurer ex-officio  
Newsletter—Kathy VickermanC(Senior Board members)  
Nominations and Elections—Ray Peterson, (2 more/2 states) and Treasurer  
Olympism (???) need to drop, vote  
Professional Development—Lucy Smith  
Scholarship/Innovation—Julee Henson  
Strategic Plan—Ray Peterson  
Web site—John Tollakson  
Others??

Report of Committees (see above list)

AAACE Organization

State Conferences (dates)

MPAEA Handbook

Strategic Plan

Web site suggestions

S.W.O.T. Analysis (Strengths, Weaknesses, Opportunities, Threats)

## SUMMER BOARD MEETING

JULY 6-8, 2000, ALBUQUERQUE, NEW MEXICO

Call To Order, Welcome

Introductions, distribute new name tags

Approval of Conference Minutes

Approval of the Agenda

Set Time of Meeting

Secretary Report

    New Brochures

Treasurer Report

    Second Signature

    \$500—Chronicle of Higher Ed.

Utah Conference Report

    Finances

    Membership

    Evaluations

    Other

New Mexico Conference Report

    Dates

    Cost

    Speakers

    Theme

    Other

AAACE Report

Transfer of History

Committee Reports

    Archivist—Patricia, Norene Kathy

    Audit—Norene, Rom, Ray, Lucy

    Awards—John, Lucy, Jacquelyn, Carol

    Constitution—John, Sandra

    Credentialing—Darrel, Miriam

    Executive—Larry, Ray, Blair, Lou, Kathy

    Finance—Roger, Blair John

    Invitational Think Tank—Blair

    Journal—Darrel, John, Carol

    Legislative—Cathy, Vicki

    Listserv—Lou, Andy

    Marketing—Sandra, Julee Diana

    Membership—Blair, Miriam, Roger, Norene Lou, Kathy

    Newsletter—Kathy

    Inserts—who pays for them

    Nominations and Elections—Ray, Vicki, Sandra

    Professional Development—Lucy, Rom, Carol

    Scholarship/Innovation—Julee, Kathy, Diana

    Strategic Plan—Ray, Patricia, Roger

    Web site—John

MPAEA Name Change

Leadership Institute

Dates of State Conferences

    AZ

    CO

    ID

    MT

    NV

    NM

    UT

    WY

Handbook

    Committee assignments

    Format

    Pres, Past Pres. Pres. Elect. Treas. Sec.

    Appendices

    Other

## APPENDIX D - AWARDS AND SCHOLARSHIPS

### MPAEA AWARDS — PURPOSE AND CRITERIA

All nominees must be current residents of the eight-state region comprising the Mountain Plains membership area: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah and Wyoming.

The following three awards are given by MPAEA, based on available funding:

#### **AWARD OF MERIT**

This award is to honor an individual who has made an outstanding contribution towards furthering the concept of adult education as a process continuing throughout life. The recipient must be a member of MPAEA. Their contribution may be on a community, state, regional or national level and need not be made within a specific time period but can range from one year to several years. This is the highest award given by the association. One award is given per year.

#### **LAY LEADER OF THE YEAR**

This award is to honor people in professions outside education who have shown themselves to be close “friends” to adult education and lifelong learning. For example: legislators, community leaders, business leaders, religious leaders, etc. The recipient need not be a member of MPAEA. One award is given per year.

#### **AWARD OF EXCELLENCE** (formerly the Award of Commendation)

This award is to honor an individual who has made significant contributions to the advancement of adult education at the state or local level. The recipient must be a member of his/her state affiliate or MPAEA. One award per state is given.

The following three awards are given by the host state at the annual conference:

#### **EDUCATOR OF THE YEAR AWARD**

Selected at the discretion of the state hosting the annual conference (no specific criteria).

#### **LEGISLATOR OF THE YEAR AWARD**

This award is to honor a legislator who has proven to be a strong supporter of adult education and lifelong learning. They shall have utilized their influence in their respective legislatures to promote and enhance lifelong learning opportunities for the citizens of their state.

#### **LEARNER OF THE YEAR AWARD**

Selected at the discretion of the state hosting the annual conference (no specific criteria).

### NOMINATION FORM FOR MPAEA AWARDS

Criteria and the nomination form for these awards can be accessed from the awards page of the MPAEA Web site ([www.mpaea.org](http://www.mpaea.org)).

## MPAEA SCHOLARSHIPS AND GRANTS — PURPOSE AND CRITERIA

The following scholarships and grant are given by MPAEA, based on available funding:

### **Professional Development Scholarship**

Provides up to \$500 annually to one recipient from each affiliate state to be used to offset expenses of a conference or other staff development activity, according to established procedural guidelines.

### **Larry B. Wickham Memorial Scholarship for Graduate Studies**

Provides up to \$1000 annually to a graduate student enrolled in a graduate degree program in adult education or closely related field or in a college or university located in one of the eight Mountain Plains member states.

### **Teacher Innovation Scholarship**

Provides up to \$250 to one recipient from each affiliate state for creative ideas for reaching students. The intent of this flexible scholarship is to supplement direct instruction to students.

### **State Association Professional Development Grant**

Provides \$500 per year to each member state for the purpose of encouraging and supporting professional development activities designed to benefit the members of the State Association.

## SCHOLARSHIP AND GRANT APPLICATIONS

Applications specify criteria and can be accessed from the scholarship page of the MPAEA Web site ([www.mpaea.org](http://www.mpaea.org)).

Note:

- The “Scholarship for Innovation” was discontinued as of 2005-06. This scholarship provided up to \$1,000 to foster innovative approaches to adult education and develop new models with potential for replication in other adult and continuing education programs in the Mountain Plains states.
- The “Student Leadership Scholarship” was discontinued as of July 2008. The MPAEA Student Leadership Scholarship provided up to \$500 per state to encourage students to attend the MPAEA annual conference. (The state was required to match this scholarship with an equal amount of dollars.)

# APPENDIX E - TIME LINES

## CONFERENCE TIME LINE

### **No one has updated this**

#### **18 Months before conference**

1. The host state for the next conference presents suggestions concerning the location and possible dates for the annual conference to the annual summer board meeting.

#### **12 Months before next conference**

1. During the annual conference, the next host state will advertise the location and dates for the next conference.

#### **6-7 Months before conference**

1. Conference Committee sends out the Call for Papers announcement and secures the keynote speakers for the conference.

#### **90 Days before conference**

1. Publicity release of annual conference.
2. The Chair (Past-President) of the Nominating Committee shall contact the Senior Board Members to secure nominations for President-Elect and Board Members where necessary.

#### **60 Day before conference**

1. Senior Board Member consults with Junior Board Member and submits names to the nominations Committee Chair.
2. The Awards Committee Chair contacts Board Members for nominations for various awards.

#### **50 Days before conference**

1. Nominations Committee Chair consults with the Treasurer to verify names being submitted are eligible to be nominated.

#### **45 Days before conference**

1. Second publicity release concerning the annual conference.
2. Prints the ballot for the election. Determines which states will elect only the President-Elect and which ones will elect President-Elect and a new Board Member.

#### **40 Days before conference**

1. Treasurer will mail to the qualified membership the voting ballots for the elections.

#### **30 Days before conference**

1. Voting members return the mail-in ballots.
2. The Awards Committee Chair sends a list of all nominations and qualifications to other members of the committee to determine the final selection.
3. President sends the agenda for Pre-Conference meeting to Board Members.

#### **20 Days before conference**

1. The Awards Committee Chair contacts the Treasurer to help prepare awards, plaques, etc.
2. The Nominations Committee Chair notifies election winners of their status so they can be in attendance at annual conference.
3. Secretary prepares new name tags for the incoming Board Members.

**Note: Review MPAEA Constitution for further details.**

## PRESIDENT'S TIME LINE

### **May**

1. Late May—Mail working agenda for Summer Board Meeting to Officers and Board Members.

### **June**

1. Summer Board Meeting agenda sent to Board Members.

### **July**

1. Write President's Message for August Newsletter and mail to Editor.

### **August**

### **September**

1. Attend Annual State Conferences as deemed necessary (September-May).

### **October**

1. Write President's message for November Newsletter and mail to Editor.

### **November**

1. Attend AAACE conference (optional).

### **December**

### **January**

1. Write President's message for February Newsletter and mail to Editor.
2. Prepare agenda for Executive Meeting and chair the meeting.

### **February**

1. Visit conference location and meet with conference committee regarding final phases of annual conference (optional).

### **March**

1. Mail working agenda to Board Members for conference meetings. Attend AAACE Leadership Seminar (optional). Time line may vary depending on actual dates of conference.
2. Coordinate with Conference and Awards Committee Chairs to ensure smooth awards presentation.

### **April**

1. Attend Annual MPAEA conference and preside over various meetings. Write President's message for May Newsletter and mail to Editor.

### **Annual Conference**

1. Check with the Awards Committee to ensure all presentations are ready.

**Note:** The above time line does not reflect specific dates for regular and/or unusual communications with Board Members or other associations and individuals. These correspondences should be addressed in a timely manner according to the information/business being handled in the correspondence.

## SECRETARY'S TIME LINE

### **whole section added per Lou/Detlef Dec 07-Jan 08**

#### **After Annual Conference:**

1. Update membership list, Board list, stationery, awards and scholarships and emeriti. Information provided by conference chair, Board and Committees
2. Finalize and send minutes to President and Board.
3. Prepare a report on attendance at the Conference (unless done by past Conference Chair)

#### **May**

1. As dues come in, update each record in the database. (Members are deleted immediately if address bounces, after five years if dues not paid.)
2. Send letters to those who have not paid for the last three years indicating unless payment is received they will be deleted from records.
3. Send updated membership list to Newsletter and Journal editors.

#### **July Summer Board Meeting**

1. Prepare copies of post-conference minutes and new Board member list for meeting.
2. Prepare new name tags and name plates.

#### **August**

1. Generate mailing labels for those not paid for the last three years. Two letters sent, one for only missing one year and one for missing two to three years of renewal.
2. Send letters and membership form to those who have not paid (first-class mail). This should include members, institutions, and libraries.

#### **September**

1. Update database as renewals are returned.
2. Send new membership list to newsletter and Journal editors.

#### **January or at least 90 days before Annual Conference**

1. Contact the Nominations/Elections Committee Chairperson and remind about duties as outlined in Handbook and Constitution (to secure nominations for President-Elect and for new Board Members as needed).
2. Contact Awards Committee Chairperson to review duties and remind him/her about Newsletter article.

#### **February (or at least 50 days before Annual Conference)**

1. Ask the Nominations/Elections Committee Chairperson to submit names for those running for President-Elect or Board Members from each state.
2. Confirm with the Nominations/Elections Committee Chairperson that people being nominated are eligible to run for office.

#### **March (at least 40 days before Annual Conference)**

1. Work with the Nominations/Elections Committee Chairperson to finalize ballots for those states electing Board Members.
2. Mail ballots to those members eligible to vote (paid to date), along with deadline (April 1<sup>st</sup>) for ballots to be returned. Notify the Nominations/Elections Chairperson and President after April 1<sup>st</sup>.

#### **March (at least 30 days prior to Annual Conference)**

1. Remind Nominations/Elections Committee Chairperson to call each winner of the State Board of Directors election and tell the newly elected individuals they must attend the Annual Conference.

**Annual Conference**

1. Help with the overall production of the Conference as needed.
2. Have minutes from summer board and past conference business meeting, name tags and plates, flags, other conference material as needed and MPAEA notebook.
3. Answer questions pertaining to membership.
4. Work with the host state's Registration Committee to receive names of those paying dues (usually part of registration cost).
5. Assist the Nominations/Elections Committee with the President-Elect ballot and nominations from the floor (if allowed).

## TREASURER'S TIME LINE

### **After Annual Conference:**

1. Ensure a financial report on attendance at the Conference is prepared, either by Secretary or Conference Chair.

### **May**

1. As dues come in, do the following (via e-mail or postal mail):
  - A. Email receipts.
  - B. Prepare membership cards (change colors each year). Include in conference pack.
2. Send article to Newsletter about membership renewal.

### **June**

1. Prepare the following in preparation for the Summer Board Meeting:
  - A. Financial Statement which includes the income and expenses for the Annual Conference.
  - B. Final budget that was proposed at the Annual Conference indicating any changes or corrections that were made during the Conference.

### **July Summer Board Meeting**

1. Take checkbook to pay bills.
2. Prepare budget for upcoming year and make enough copies.
3. Prepare Treasurer's books and checking account for Auditing Committee.
4. Take all books, etc. to the summer board meeting.

### **October**

1. Determine distribution of any additional requests for reimbursement from the Summer Board Meeting.

### **November**

1. Send any memberships received after 1 month prior to the conference an MPAEA #1 letter or email about which year to apply the money to.

### **March (at least 30 days prior to Annual Conference)**

1. Prepare financial report, with enough copies for pre-conference Board and business meetings.

### **Annual Conference**

1. Pay bills as necessary.
2. Check to see if the Conference Chairman for the next Annual Conference will need any advance money.
3. Present Treasurer's report at Pre-Conference Board Meeting.
4. Present Treasurer's report at Annual Business Meeting.