

APPENDIX A  
CATFACS  
GENERAL COMMITTEE DESCRIPTIONS

ARCHIVES (Past President)

1. Collect and evaluate materials for the archives from the CATFACS division.
2. Keep the file accurate and up-to-date
3. Acquaint the new President with the archives file.

AUDIT

1. Comprised of at least three (3) people, not including the current Treasurer, who are appointed by the President
2. Organize the audit of the financial records prior to the CACTE annual meeting and provide financial documents to CACTE as requested.
3. Report the findings of the audit to the membership either through the newsletter or during a regular business meeting.
4. Chairperson to serve on CACTE audit committee

AWARDS/HALL OF FAME

1. Prior to the annual meeting, determine the recipients of the CATFACS awards—Distinguished Service Award, Outstanding New Professional, Teacher of the Year and recognition of retirees, ten and twenty year members.
2. Solicit nominations for awards from the membership via the newsletter or Call to Conference.
3. Arrange for certificates, plaques or other awards for recipients.
4. Present the awards to recipients at the awards luncheon/dinner at the annual meeting.
5. Select nominees for CACTE and NATFACS awards; work with the Hall of Fame committee for CACTE Hall of Fame Award.
6. Work with the Treasurer to accurately update the awards and membership files.

BANQUET & SOCIAL

1. Coordinate with CATFACS officers to arrange for the CATFACS meal and social functions at the annual meeting.
2. Make arrangements for the awards banquet set-up and decorations
3. Serve on the CACTE Banquet committee (chairperson only), if requested.

BUDGET (Treasurer and Executive Board)

1. Represent CATFACS at CACTE Budget meeting during the annual meeting (Treasurer).
2. Meet with CACTE treasurer to audit the CACTE books and prepare a CACTE financial statement (Treasurer).

3. Prepare the CATFACS budget for the upcoming year and present it at the business meeting at the CACTE annual meeting.

#### BYLAWS/RESOLUTIONS

1. Review the CATFACS bylaws for needed revision.
2. Submit written proposals to Secretary thirty (30) days prior to summer workshop.
3. Present proposals in writing, to CATFACS membership at the annual meeting.
4. Consists of the President, immediate Past-president, and other members as designated by the committee chairperson.
5. Work with the CACTE Resolutions committee during the CACTE annual meeting.
6. Report work of CACTE Resolutions committee to the CATFACS division during the business meeting at the CACTE annual meeting.
7. Work with CATFACS Executive Committee on any resolution concerning FACS.

#### COLLEGE STUDENT REPRESENTATIVES

1. Relay information to CATFACS regarding the needs of future FACS teachers
2. Encourage student membership in CATFACS
3. Publicize benefits of CATFACS membership to fellow students entering the field of Family and Consumer Sciences education.

#### EVALUATIONS

1. Work with CATFACS officers in developing an evaluation instrument for the FACS division workshops at the annual meeting.
2. Conduct and tabulate division evaluations.
3. Prepare a written evaluation and send copies to the CATFACS Executive Committee.
4. Turn CACTE evaluations into CACTE Evaluations committee.

#### EXHIBITS

1. Work with CATFACS board to secure educational exhibitors for winter conference.
2. Assist in setting up exhibit hall and exhibitors displays.
3. Attend the Exhibits committee meeting during the CACTE annual meeting (chairperson only), as requested.

#### FUNDRAISING

1. Coordinate with the CATFACS board to plan fundraising activities for the year.
2. Coordinate fundraising activities at the CACTE annual meeting.
3. Arrange for people to help with fundraising activities during CATFACS functions.

4. Evaluate fundraising activities.
5. Coordinate with the CATFACS Treasurer to have a cash box with money available during fundraising activities.

#### LEGISLATION

1. Chairperson shall be the contact person for the division members regarding any legislation affecting CATFACS membership.
2. Activate the communication network with state staff and CATFACS Executive Committee as needed.
3. Attend legislative meetings.
4. Work closely with CACTE Legislative committee
5. Submit articles for the newsletter regarding legislative issues.

#### MEMBERSHIP

1. Encourage membership in CATFACS.
2. Work with CATFACS Executive Committee in developing membership drives.
3. Work with CATFACS officers, CSU, and Johnson and Wales to encourage student membership.
4. Secure door prizes and prepare membership information for distribution at CATFACS functions.
5. Assist with registration at the CACTE annual meeting and other meetings sponsored by the organization.

#### MIDDLE SCHOOL

1. Work with CATFACS to establish and continue communication between the middle school and high school teachers.
2. Determine needs at the middle school level.
3. Provide information for possible workshops at the state conferences.

#### NOMINATIONS

1. Secure candidates for CATFACS offices.
2. Introduce CATFACS officer candidates during business meeting at the annual meeting.
3. Prepare ballots.
4. Tabulate the ballots and announce winners at the awards luncheon.
5. Attend CACTE Nominations committee meetings and participate in the interview process for CACTE officer candidates.

#### PROFESSIONAL PARTNERS

1. Serve as a liaison between national organizations and CATFACS.
2. Update CATFACS on local, state and national trends, policies, issues, etc.

#### PROGRAM OF WORK (President-Elect)

1. Develop a personal Program of Work in coordination with CACTE.

2. Present the Program of Work at the awards luncheon/dinner at the annual meeting.
3. Work with CACTE Program of Work committee to develop a CACTE program that follows ACTE Guidelines.

#### PUBLIC RELATIONS

1. Help publicize Career and Technical Education through the publication of a fall and spring newsletter.
2. Solicit articles from the CATFACS Executive Committee and general membership for the CATFACS fall and spring newsletters.
3. Submit news articles for the CACTE and NATFACS newsletters.

#### APPENDIX B

##### CATFACS

#### GENERAL RESPONSIBILITIES OF ALL COMMITTEE CHAIRPERSONS

1. Represent CATFACS on the respective CACTE committees during summer workshop.
2. Organize and utilize committee members.
3. File a written summary of the year's activities in the committee notebook and turn it in to the new President at the end of the annual meeting.
4. Attend the CATFACS Executive Board meetings.
5. Keep the President informed of activities planned throughout the year.
6. Write at least one article for the CATFACS, CACTE, and ACTE newsletters each year serving as chairperson.
7. Help plan annual meeting activities.
8. Attend the CACTE annual meeting.