

Area Meetings and Council Guidelines

What Do Area Meetings Accomplish?

- They increase learning through education.
- They tie in with the West Virginia Community Educational Outreach Service (WVCEOS) program.
- They provide a link for those who do not attend Annual Conference.
- They increase people's knowledge of WVCEOS and its programs.
- They get people involved with one another through interaction and fellowship.
- They promote leadership development.
- They are used to conduct business and have elections.

How Many Area Meetings Should Be Held During the Year?

Each area may wish to have two Area Meetings.

- A self-enrichment program may be held in the spring.
- A leadership development program which includes officer and committee training may be held in the fall.

Suggestions:

- It may be decided to subdivide the Area to make travel time less (i.e., have two identical meetings).
- It may be necessary to hold a meeting in one county, with another county serving as the host.

Who Should Plan the Area Meeting?

- The Area Council Meeting should be planned by the Area Representative, Assistant Area Representative, Area Secretary, County Presidents, County Vice Presidents, State Committee Members from the Area, Area members on the WVCEOS Board, and the agents in cooperation with the host county.
- Host counties shall serve in alphabetical order or in a listed rotation.

What Should an Area Meeting Include?

- The Area Representative or Assistant Area Representative should be the presiding officer. A gavel should be used and a written agenda should be followed.
- It should include some type of stimulation, a welcome, and a short meditation of no longer than 5 to 10 minutes.
- There should be a business meeting of about a half-hour, depending on the tasks to be accomplished. The Area Representative and the Assistant Area Representative should be elected in even-numbered years. Information about nominees should be sent to counties in advance. There should be a way to identify four voting delegates from each county and have them seated together.
- Reports should be submitted from all counties or committees. These reports are often done in booklet form to save time and give an opportunity for those present to read them later.



- It is important for the Secretary to record the minutes of the meeting.
 - Minutes may be included with reports or sent to the counties immediately following the meeting.
 - The Nominating Committee should have been appointed six months before the Annual Meeting (in even years). Candidates who have been nominated should be introduced and asked to come to the front of the room. Printed ballots should be distributed. After the voting takes place, the ballots should be counted and the results given to the Chairperson of the Nominating Committee. The Nominating Committee may serve as tellers. The results should be stated. Under no circumstances should the number of votes for each candidate be announced.
 - The Area Representative should appoint a Parliamentarian to serve for two years.
- A major portion of the time should be spent on education.
- Ask West Virginia University Extension specialists and/or WVCEOS State representatives to share their services.
- Some phase of the WVCEOS program emphasis might involve the international student if one is visiting in the area.
- Program topic training or the work of the WVCEOS organization could be used.
- Look for CEOS members to serve on WVCEOS Education Committees. The Educational Committees might use committee members from the Area in a leadership role.
- “Mini” workshops on various topics could be held simultaneously. A variety of methods (skits, small groups, etc.) could be used to make learning fun.
- Some time could be devoted to sharing with other clubs and counties.
- Other parts of the day’s program might include
 - lunch
 - entertainment (about 1/2 hour)
 - coffee break (get-acquainted session at the beginning of the meeting)
 - tours within the area or identification of places that participants might visit
- Participants should complete an evaluation form. The results should be summarized and the findings noted for future meetings.

What Should Be Done Prior to the Meeting?

- The host county should decide on the date, hour, and place.
- General publicity on the program should be sent to each county and to media sources in the host area.
- Indicate to all counties and clubs what the meeting will include.
- Advance registration is necessary because
 - the number of meals needs to be confirmed
 - the number of tables needs to be confirmed
 - name tags need to be prepared
 - programs need to be reproduced
 - delegate ribbons need to be prepared

Fees

- The registration fee needs to include the costs for guests, insurance, coffee breaks, child care, etc.
- If the host county has excess funds, this amount should be turned over to the Area Treasurer. It is hoped that participating counties will share in the Area Meeting costs for programs, name tags, song sheets, county reports, etc.
- If, because of the extensiveness of the program, a host county finds that the budgeted amount or registration fee will not cover expenses, the Area Council may review the plans and provide funds.
- In some cases, the WVCEOS will consider providing money for a special program in the Area from the Gertrude Humphreys' Leadership Fund.
- The Assistant Area Representative and/or Area Treasurer, with the approval of the Council,
 - May cover additional expenses for the guest speaker.
 - May pay mileage for the Council members for additional travel in conducting Area business.
 - May be responsible for balance of funds, if any, from the Area Meeting.
 - May be asked to keep a minimum balance in the Treasury.

What Should Be Done When the Meeting Is Over?

- Thank-you letters should be sent.
- Notes should be made of items that need to be changed for next year.
- All materials should be filed for the next Area Meeting.



Responsibilities of Area Representatives

Area Representative

This officer is a leader and representative of the counties within his or her area and serves as a liaison between the State Board and the counties. Views and ideas should reflect those of the area served.

Assistant Area Representative

This person should be familiar with the duties and responsibilities of the Area Representative and be ready to assume those duties when necessary. She or he should attend Area Council meetings, help plan the Area Meeting, attend the Area Meeting, and assist the Area Representative whenever needed.

Duties of the Area Representative

- As a voting member of the State Executive Board, this person should attend all State Executive Board meetings (usually three or four times a year). The Area Representative helps decide on the policies of the State organization, helps to plan programs for State meetings, and takes part in other business of the Board.
- The Area Representative serves as a connecting link between Area counties and the State organization to interpret policies of the State organization to county councils as needed and presents to the State Board any problems, questions, or suggestions from counties within the Area.
- The Area Representative keeps in close contact with all County Presidents in the Area. A list of County Presidents may be obtained from the State office or from Extension agents in the Area.
- The Area Representative works with the State Adviser to arrange one or more informal meetings of Area County Presidents, County Vice Presidents, and Area members of State Educational Committees when there is a topic of concern. Ideas and problems should be requested through the mail first.
- The Area Representative should visit each county in the Area at least once during the term of office. When possible, there should be a purpose for attendance. An offer should be made to install officers, lead a learning session, give a speech, report on State activities, etc. Suggested meetings might be County Councils, camps, spring and fall meetings, demonstration days, achievement days, etc. Attendance at a variety of meetings would increase his or her knowledge of the overall program.
- The Area Representative shall facilitate the Area Meeting each year. Two meetings (fall, spring) would increase the involvement of members and expand Area leadership training and program planning. Suggestions could be given and ideas exchanged for the benefit of the program.

- The Area Representative should conduct an Area session during Annual Conference at WVU Jackson's Mill. At this meeting, plans could be solidified for the Area Council meetings, ideas could be listed, and evaluations could be conducted.
- It is the duty of the Area Representative to appoint members to the State Educational Committees. A rotation system has been set up so that all six Areas are represented on the Educational Committees at all times. After consultation with County Presidents and Extension agents, the Area Representative presents names at the October Board Meeting for approval. After the October Board Meeting approval, the Area Representative forwards the names of the State Educational Committee to the State Vice President.

Expenses

Expenses should be outlined in detail on the proper form and sent to the State President. A decision will be made as to whether they are allowable.

The West Virginia Community Educational Outreach Service (WVCEOS) will pay for travel, meals, and lodging for the incoming Area Representative and Assistant Area Representative when a training meeting is authorized by the State Council. This meeting is held Wednesday at Annual Conference in even-numbered years.

The WVCEOS will pay for travel, meals, and lodging for the Area Representative for attending the State Executive Board meetings. The payment will be made for the Assistant Area Representative when the Area Representative cannot attend.

Reports

The Area Representative should be prepared to give a brief oral report at each Executive Board Meeting. A written copy should be given to the State Secretary. The date, time, place, and brief outline of the proposed Area Meeting should be presented at the January meeting.

A Nominating Committee should be appointed at Annual Conference and the Chairperson of this Committee should be named.

Copies of all correspondence should be sent to Assistant Area Representatives, the State President, the State Adviser, Extension agents, and County Presidents, if applicable. An Extension agent should have been appointed to serve as the immediate adviser. The Area Representative should work closely with this agent and with other agents in the Area. This adviser should be able to help with duplicating materials and may be able to incorporate some Area news in the county newsletter (provided advance notice has been given).

Files

Each Area Representative should have a binder provided by WVCEOS. This file of Area materials should be kept up-to-date and should be passed on to the incoming Area Representative at the end of the term. It is suggested that this transfer take place at the last Executive Board Meeting.

Openline

Area Representatives are asked to work with County Presidents to send in articles to the Editor by the deadline. Note deadlines in the State Handbook.

International Student

Area Representatives are asked to encourage more involvement when the international student visits the Area. Area Representatives and agents should work together on planning, hosting, housing, etc., so that the student's visit is harmonious, educational, and enjoyable for all.