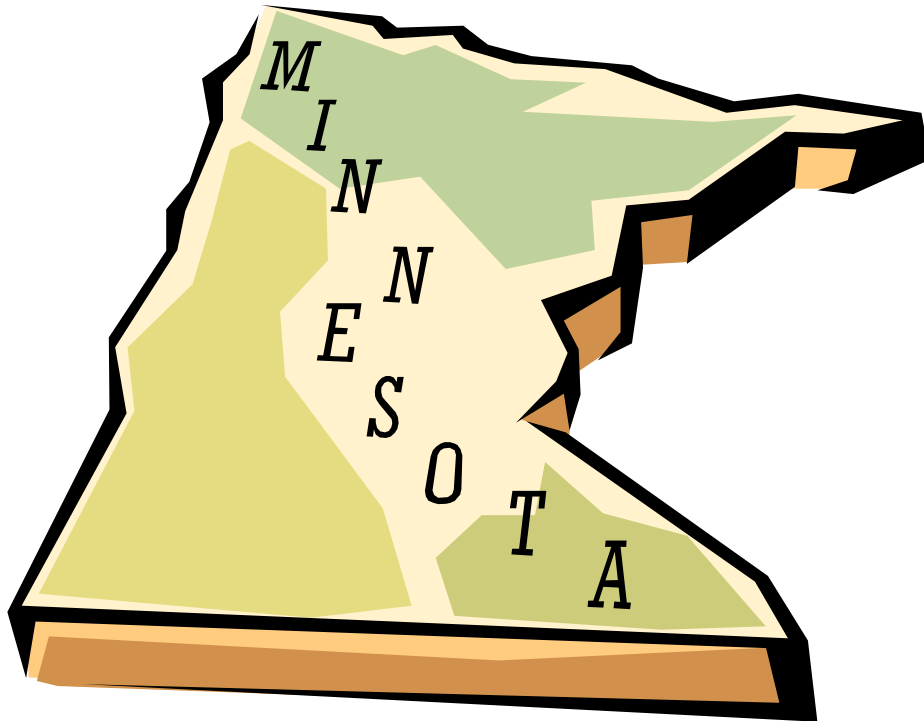




Minnesota Association of Credit Specialists – FSA



Operations Manual

Revision July 2008

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MACS YEARLY CALENDAR OF ACTIVITIES

July

Annual Meeting

- Issues Discussed/Resolutions Acted on
- Election of Officers & Dist. Representatives
- New Officers & Reps assume positions – end of meeting
- New Board Meeting

Appoint Positions

- State Contact
 - Obtain confirmation of appointment by MACS Board
- Program Committee's
- Special Committee's
 - Annual Meeting, Meeting Hosting, Special Projects
- Web Site Administrator

August

Adopted Resolutions

- Forward to State Office
- Forward to National Associations as appropriate

Report to membership on Annual Meeting

Outline goals/objectives to members/board

September

- Submit budget from Treasurer for the new year to MACS Board for ratification
- Address any dues changes
- Follow-up on State Office response to Resolutions

October – December

- Recruit/retain members
 - Contact unpaid members
 - Encourage/assist Dist. Rep's

- Provide Zone Meeting Info
 - Recruit attendees

January

- Recruit/coordinate attendance at Zone meeting
- Update email list to reflect paid members
- Coordinate with MNASCOE – request consultative meeting
- Obtain input for consultative meeting
- Recruit members for FMA attendance

February

- Attend Zone Meeting
- Report to members on Zone meeting
- Prepare agenda/topics for consultative meeting – send to State Office
- Schedule Executive Committee meeting evening before consultative meeting
- Conduct consultative meeting

March

- Submit consultative meeting report to State Office for their review for accuracy
- Report to members on consultative meeting
- Follow-up on questions from consultative meeting

April

- Follow-up with Annual Meeting Committee
 - Ensure registration, events, etc., are on track.
- Recruit/coordinate members for attendance at National Meeting
- Invite State Meeting guest speakers
- Promote State Meeting

May

- Recruit/coordinate members for attendance at National Meeting
- Ensure registration process is ready for annual state meeting
- Follow-up on State Meeting guest speakers
- Promote State Meeting

June

- Attend National Association meeting
- Report to members on National Meeting
- Promote State Meeting

July

- State Meeting
 - Develop Agenda
 - Ensure materials for meeting are available
 - Review parliamentary procedure, as appropriate
 - Conduct meeting

PRESIDENT

Job Description:

The President is the listening post of MACS FSA. The President must be available to hear the concerns of the MACS membership. The President is the voice of MACS FSA. The President must provide leadership to motivate and keep the membership working towards organizational goals and objectives.

Duties & Responsibilities associated with the Annual Convention

1. Annual meeting Agenda – Work with leaders from MNASCOE (if joint meeting) to prepare agenda for meeting. Submit to all officers for review.
2. Select location for annual meeting. This should be done nine months prior to the actual meeting. Work with other officers as well as other association officials. When having a joint convention with MNASCOE, MACS will be the “Convention Organizer” every-other year. If MACS is the “Convention Planner”, appoint taskforce(s) from the host area to:
 - a) Obtain bids for convention location
 - b) Plan convention activities
 - c) Plan meals
3. Fundraiser – Work with board to determine if a fund-raiser is desired at the convention. Appoint taskforce to carry on these functions.
4. Guest Speaker – Work with MNASCOE, STO personnel, & NACS to secure speakers for the convention. Provide guest speakers with explicit details as to the specifics of the convention, including, when, where, what topics you would like them to cover, when they will be speaking, and how long they have to speak. Transportation may have to be provided to and from the convention. Obtain gifts for guest speakers.
5. Review location and bid estimates from convention to determine if affordable and acceptable to MACS.
6. Select Treasurer’s Report Audit Committee – This committee will review the Treasurer’s ledgers for the year and verify compliance and accuracy. This committee (at least two individuals) should be selected ahead of time and given access to the financial records prior to the meeting so that adequate time is available to report findings.
7. Select members for the pledge and invocation. Let them know when they will be called upon.
8. Conduct annual meeting by following agenda and complying with Roberts Rules of Order and the MACS constitution.
9. Ensure resolutions from the web are obtained by the respective committee chairs for discussion and voting during the annual meeting.

Duties & Responsibilities Post Annual Convention and Continuing:

1. Upon election, the President and the newly elected officers meet to discuss MACS concerns from the Annual Meeting and set priorities. The board sets up an action plan for the upcoming year, including plans for communication, and when and how to meet.
2. Committees (Farm Programs, Legislative, Information Technology, Administrative Personnel, Farm Loan Programs, are appointed to assist the board with the issues of MACS.
3. The President sends thank you letters to the guest speakers of the annual meeting.
4. The President communicates the new leadership positions information to NACS, FSA, and the membership.
5. The MACS President looks for ways to effectively work with MNACSOE on common issues and joint meetings. Be sure to promote this two-way communication.
6. The President promotes communication and contact with NACS and FMA, to ensure MACS viewpoints are represented. Representation should be sent to NACS zone and national meetings, and FMA meetings.
7. The President has the lead duties of communicating to the membership through the MACS newsletter or other forms of communication as necessary.
8. The President forwards the MACS resolutions to the FSA leadership for action.
9. The President calls Board/committee meetings as necessary to discuss MACS business at hand. Keep in touch with district reps.
10. The President leads the MACS discussion of issues and resolutions brought forward at the annual consultative meeting with the State Office leadership of FSA.
11. Attend Non-MACS state level employee association meetings not held simultaneously with MACS to provide updates.
12. Encourage resolutions to be submitted for consideration at the annual meeting. These can be submitted via the web or by contacting and submitting to the committee chair.
13. Promote communication and contact with the State Office to ensure MACS positions are represented.
14. Attend the Zone B meeting and National Association annual convention.

VICE PRESIDENT

Job Description:

The Vice President is support position of MACS FSA. The Vice President is the primary sounding board for the President and leader of many duties delegated out by the President. The Vice President must provide leadership to motivate and keep the membership working towards organizational goals and objectives.

Responsibilities include:

1. Participate in the annual meeting of newly elected officers to discuss MACS concerns from the Annual Meeting and set priorities. The board sets up an action plan for the upcoming year, including plans for communication, and when and how to meet.
2. Assists with preparation of newsletter articles for the MACS newsletter.
3. Presents an oral report to the members at the annual convention summarizing accomplishments from the last year.
4. The Vice President participates in the MACS discussion of issues and resolutions brought forward at the annual consultative meeting with the State Office leadership of FSA.
5. Represents the President at Non-MACS state level employee association meetings not held simultaneously with MACS to provide updates.
6. When called upon, represents the MACS President at events and functions.

SECRETARY

Job Description

The Secretary is responsible for recording complete and accurate minutes of all board meetings and meetings with State Office personnel. The Secretary must publish the Annual Report containing all required information at least 20 days prior to the MACS Annual Convention.

Duties & Responsibilities for the MACS Annual Convention

1. Present the minutes of the last meeting.
2. Arrange to have someone type/assist with minutes during the MACS business meeting, if necessary.
3. Take minutes of all sessions of the annual convention. Recommend that the sessions be recorded to assure that accurate minutes are prepared.

Duties & Responsibilities Post Annual Convention and Continuing

1. Record discussions at the meetings with the State Office staff for use in preparing newsletters.
2. Assist in the preparation of the Annual Report. The report must be complete and available to members. An electronic message should be sent to all members advising them when the report is available
3. Secretary will attend all Board Meetings, and the Annual State Convention.

TREASURER

Job Description

The duties of the MACS Treasurer are to receive funds from the members and forward the respective dues to the NASE, NACS and FMA Treasurers. The Treasurer will prepare a budget, disburse funds according to the approved budget, and advise the MACS Executive Committee and MACS Board of any funding or budgetary issues.

Responsibilities include:

1. All funds will be deposited in an interest-bearing account. Dues are due and payable before January 1st of each year.
2. If a MACS member is serving on the NASE board or a committee, that member's dues must be sent to the NASE treasurer by 11/1 of each year.
3. The account will be set up in the name of Minnesota Association of Credit Specialists (MACS), with the signatures of the Treasurer and President authorized on the account.
4. The incoming treasurer should notify the NACS and NASE of the state treasurer name change (outgoing treasurer should have this information in the folder passed on to the incoming treasurer). Also, request the State Office Administrative Section to update the Table Management Inquiry Table – Union and Association Code Address system so the treasurer receives the bi-weekly direct deposit information.
5. In the fall of each year, the Treasurer will present to the Board a proposed budget for the upcoming year, from October 1st through September 30th, based upon historical numbers, including membership and income & expenses. A majority of the Board (or Board majority) is required for approval of the proposed budget.
6. The primary duties are to pay bills and any other incidental expenses authorized by the Board (and the minutes shall reflect such approval).
7. Complete a Membership Report monthly and send to all board members.
8. Prepare a treasurer's report for the annual meeting and, if requested, at special and Board of Directors meetings.
9. An audit will be held during the annual meeting. All books of the association kept by the treasurer, to include the checkbook, register, monthly bank statements, records of deposit and withdrawals and vouchers paid will be made available to the audit committee (along with a calculator and audit checklist).
10. Responsible for depositing of registration fees and disbursement of expenditures for the MACS Annual Meeting.

PAST PRESIDENT

Job Description

The Past President will advise the current President and members of the MACS board in an effort to promote continuity of process and activities. Association policy and process advice will also be provided to ensure newly elected officers are equipped for the tasks of their positions.

Responsibilities include:

1. Provide advice on issues under consideration during past year.
2. Provide guidance on protocol and functions.
3. As called upon, assist the current officers in functions.
4. Provide recommendations and advice following the lead of the President.
5. Ensure continuity of operations and transition from one year to the next.

STATE CONTACT

Job Description

The State Contact serves as the point of contact between MACS and the National Associations. The State Contact is selected as either a NACS or NASE affiliate member and is the opposite affiliate member as the MACS President. As a joint membership Association, MACS is to represent the interests of both NACS and NASE membership at the state level. The State Contact ensures, along with the MACS President, that membership is fully represented and supported.

Responsibilities include:

1. The State Contact must lead their state in a responsible and professional manner in accordance with Association By-Laws, giving representation to all potential members. Your objective is to organize your state if at all possible.
2. Must be a member in good standing of the national association (national dues paid).
3. If possible, plan on attending Zone Meeting and National Convention.
4. Must be knowledgeable and personable and have good communication skills. A professional appearance must be maintained at all times.
5. Respond promptly to requests needing immediate attention. All decisions and actions must be made in the best interest of the Association.
6. Respect the confidentiality of any information, matters or problems discussed.
7. Assist members in obtaining information or where to go for information or contacts regarding members individual personnel issues.
8. Maintain good public relations, promoting objectives and goals of the Association at all times. Request assistance from your Zone Rep when needed.
9. Keep the Zone Rep informed of field problems and pertinent issues.
10. Use judgment in distributing information, especially that which should be distributed only by the national President.
11. Observes all business of the Association, keeps abreast of all changes, concerns and points of interest regarding the Association, its membership and or the Agency; and acts as an advisor to all state individuals.
12. Will establish and maintain an active working relationship with the State Executive Director, Farm Loan Chief, and keep the State Office informed on areas of mutual interest.
13. Maintain a current list of potential task force members (must be members in good standing who have paid their national dues) and furnish their task force applications to your Zone Rep and the National President.
14. Distribute information as directed so that all eligible personnel in your state receive that information. It makes no difference if they are national members or not; you are trying to solicit new members so they need to know what is going on. Such items to distribute

might include a state newsletter put out by yourself, the national newsletter, the Zone Rep's newsletter or a message from the National President.

15. Furnish the new State President/State Contact with all pertinent information regarding the Association when they take office.

16. In January start contacting all individuals in your state for resolutions for presentation at the zone meeting. Provide resolutions to the Zone Rep if you are unable to attend the zone meeting.

17. In order to present a positive image of the Association, the State Contact should:

Give a good presentation of themselves and the Association;
dress professionally;
speak correctly and be courteous;
refrain from presenting personal or biased opinions;
be prepared for all meetings with information and or questions and
be cooperative in working with management and not demanding in requests from the Association.

DISTRICT REPRESENTATIVES

Responsibilities & Duties

1. Serve as the local contact for your area regarding Association activities.
 - As the local contact make sure that all members and potential members know who you are and what your duties are. Ensure that you understand the functions of the Association, the positions taken, and opportunities for members/potential members.
2. Advise Executive Committee on issues/concerns/feedback from your area.
 - Listen to employees at every opportunity to determine what issues or concerns are most important in your area and how MACS is or should be responding to these. Contact members/potential members to encourage input on issues and concerns. Provide feedback from your area to the Executive Committee on actions taken on behalf of the Association.
3. Recruit/Retain members in your area.
 - Review the different categories of membership and what the dues and process for joining are as posted at the MACS web site. Contact non-members and encourage them to join and become full participating members. Contact past members to ensure that renewal dues are paid timely. Report results to the Executive Committee.
4. Assist in recruitment of members for Association activities.
 - Assist in the recruitment of members for attendance at Zone Meeting, FMA, National Meeting and the MACS Annual meeting. Attend as many of these events as possible yourself. Also assist in locating willing volunteers for MACS Committee assignments and other special assignments as may be necessary.
5. Participate in the selection/confirmation of the NACS/NASE State Contact.
 - Following the election of officers at the annual meeting, the newly elected President will nominate an individual to serve as State Contact for either NACS or NASE dependent on which affiliation the MACS President is. The entire Board must vote to confirm this selection.
6. Approve the budget.
 - Following the MACS annual meeting the treasurer will prepare a proposed budget for the upcoming MACS fiscal year (Oct. 1-Sept. 30) which will then be reviewed and voted on by the Board.

MACS WEB SITE

The MACS web site (www.macsfsa.org) is hosted on godaddy.com. The web site is registered under the name of the Web Site Administrator and monthly billings are sent to the Administrator. A yearly invoice for web site services is submitted by the Administrator to the MACS Treasurer for reimbursement. An ID and password are required to enter the administrative area of the web site to post documents and files. All documents on the web site are available to the public.

The web site employs basic HTML language and consists of a navigation bar and a main page. The navigation bar is always visible across the top and clicking on a selection will result in a menu or document to appear in the main page. The navigation bar and main page are visible by use of frames – a top one and a main one.

The menu options on the navigation bar correspond with subdirectories or folders at the site on the site server. When updating the web site, the necessary document or file is created and stored on the administrator's computer in a duplicate file structure as on the web site server. An FTP (File Transfer Protocol) program is used to upload/download files to/from the computer to the web site server.

File capacity size is 10 GB (gigabytes). Retention of documents on the site has been at the discretion of the Web Site Administrator and dictated by the amount of space available. With the move to the godaddy.com server storage capacity should not be reached for many years.

There is the capacity to add another domain (name or site) to the MACS account should there be a desire to share the site space and cost with another state association.

Email

The web site allows for up to 300 email addresses which all carry the @macsfsa.org extension. Standard email address protocol is firstname.lastname@macsfsa.org. Email addresses are assigned by the Web Site Administrator for the current President, Committee's and any member who has not provided a home email address. Password resets and other login changes are completed by the Web Site Administrator.

Official MACS email will not be sent from a USDA email address nor will general mailings be sent to a USDA email address. A member may request to have a MACS email address for MACS business. Email accounts are limited to 10 mb each and are expected to be used for MACS business only.

A general email address for MACS itself is macs@macsfsa.org. This address also has the master membership mailing list and is used for mailing of MACS business to members. This address is currently available to the President and Web Site Administrator. The email address list is managed by the Administrator, with the aid of the President and others for reports of updated/corrected email addresses.

MACS email is accessed from a link on the navigation bar from the MACS web site. No software needs to be installed to operate and use the email. Accessing this email from a USDA computer should take place in off-duty time.

Members are responsible for checking their email – home or MACS or both, to obtain MACS information.

Exhibit 1

**MINNESOTA ASSOCIATION OF CREDIT SPECIALISTS
EXPENSE VOUCHER**

NAME OF CLAIMANT: _____.

DATE(S): _____ EXPENSE(S) FOR: _____.

MILEAGE: _____ = \$ _____.
(Government rate)

AIR FARE: _____ = \$ _____.

LODGING: _____ = \$ _____.
(Cost per night x number of nights)

OTHER EXPENSES: _____ = \$ _____.
(Parking, supplies, misc.)

_____ = \$ _____.

_____ = \$ _____.

COMMENTS: _____.

_____.

PLEASE INCLUDE RECEIPTS FOR ALL EXPENSES CLAIMED

CLAIMANT'S NAME & ADDRESS	TOTAL CLAIM _____.
_____	LESS CLAIM _____
_____	AMOUNT RETURNED _____
_____	NET TO TRAVELER _____

Signature

DATE SUBMITTED _____

DATE RECEIVED _____

APPROVED _____

DATE PAID _____

AMOUNT _____

CHECK NUMBER _____

Exhibit 2

Sample Invitation for Guest Speaker to Joint MACS/MNASCOE Meeting



Date:

To: (Guest Speaker)

From: _____, MACS President and _____, MNASCOE President

Subject: Joint State Convention July ____, _____

The Minnesota Association of County Office Employees (MNASCOE), and the Minnesota Association of Credit Specialist (MACS) respectfully request the honor of your presence to address our associations' Joint State Convention to be held at the _____ located in _____ on July __, ____.

The members of MNASCOE are Farm Service Agency (FSA) employees that take care of the Farm Programs for Minnesota FSA. The MACS members are FSA employees who are responsible for the Farm Loan Programs for FSA in Minnesota.

Our joint meeting will begin at 8:00 AM on Friday the 18th. We are allowing approximately 20 to 30 minutes for your presentation, including a question and answer session.

Any comments you could make regarding USDA reorganization would also be of great interest to all members.

Should you need to make reservations, the direct telephone number for the _____ is (XXX) XXX-XXXX.

Respectfully yours,

MACS President
(XXX) XXX-XXXX ext. XXX

MNASCOE President
(XXX) XXX-XXXX ext. XXX

Exhibit 3 New Resolution

Select Committee (please select only one committee):

- Farm Programs
- Farm Loan Programs
- Information Technology
- Legislative Issues
- Management Personnel

Subject:

Procedure Reference:

Concern:

Proposed Solution:

Enter Your Name:

Enter Your Email Address:

Exhibit 4

Sample MACS Business Meeting Agenda

July __, ____

Roll Call

Reading, correction, approval of minutes of last meeting

Report of officers

Treasurer
Secretary
Vice President
NASE State Contact
Past President
President

Appoint Audit Committee

Guest Speaker: FLP Chief Minnesota FSA

Report of committees

Management/Personnel – _____, Chair
IT – _____, Chair
Farm Program – _____, Chair
Farm Loan Program – _____, Chair
Other Committee's _____, Chair

Old Business

New Business

Election of Officers

Miscellaneous Business

Audit Committee Report

Installation of new officers and board members

Adjournment