

## **Western Extension Directors Association (WEDA) Processes and Procedures**

### **Timeline for WEDA Work Plan, Budget, and ED contracting:**

- **January 1** – WEDA’s new annual Work Plans begin. WEDA ED provides a report of accomplishments to WEDA based on the former calendar years work; WEDA conducts an annual evaluation of the ED, recommends modifications, and makes an initial decision about renewing the ED contract. This allows for up to 6 months’ notice regarding contract renewal.
- **March/April** – WEDA Chair and ED present an income and expenditure report for the current fiscal year (July 1 – June 30), projecting expenses through the remainder of the year, and propose the WEDA budget and assessment rate for the next fiscal year for WEDA discussion, modification, and approval.
- **May** – WEDA assessment invoices are sent to those invited to be members of WEDA based on the approved budget.
- **May/June** – ED contract for the next fiscal year is finalized, to begin July 1.
- **August/September** – WEDA reviews and approves the fiscal year-end budget report.
- **September/October** – WEDA and ECOP leadership and committee liaison appointments transition after the National Extension Directors & Administrators (NEDA) annual meeting.
- **November/December** – WEDA Committees and ED present the next calendar year’s draft Work Plans for discussion, modification, and approval.

### **WEDA Staffing:**

- WEDA hires an Executive Director through one of the WEDA member institutions. The ED is expected to live within the Western Region. The host institution will provide the ED, without charge to WEDA, work space and office equipment, personnel and human resource services, fiscal and accounting services, access to teleconferencing, cell-phone and other telecommunication services, computing, internet, web and other technology support services, travel and transportation services, mail and purchasing services, and access to duplicating and printing equipment and services.
- The ED reports to, and is supervised by, the WEDA under the leadership of the WEDA Executive Committee, in the performance of duties and responsibilities associated with the EDs’ job. All appointment and salary modifications will be approved by WEDA.
- Continuation of the ED’s appointment is subject to annual review and approval by the WEDA during the January and March meetings.
  - In January the ED will provide a report of accomplishments based on the past calendar years approved Work Plan.
  - Performance review of the ED will be led by the WEDA Past Chair in consultation with the current WEDA Chair, incorporating the Executive Committee as desired, and seeking input from all WEDA members and key partners.
  - The WEDA will make a preliminary decision about contract extension in January, including any desired changes or improvements.
  - The WEDA Past Chair will provide an annual written evaluation report to the ED and their home institution.
  - In March, WEDA will make a final decision about extending the ED appointment and any contractual agreement changes including, salary adjustments.

- The WEDA, by signature of the Chair, will formally approve the continuation of, and any modifications or changes to the ED annual contractual agreement, with 90 days' notice in writing to the other party.
- The WEDA ED may hire or contract for support services as needed and as approved by WEDA through the annual budget. The ED is responsible for managing the work and evaluating performance of all support staff and services.
- The ED contractual agreement is posted in a password protected area on the WEDA website. The WEDA ED and Chair are provided the password for this page.

#### **WEDA Meetings, Officers, and Operations:**

- In general, WEDA has three face-to-face meetings per year, with the ED and WEDA Chair serving on joint meeting planning committees:
  - Spring meeting jointly with WPOLC and WAAESD;
  - Joint summer meeting with WAAESD, W-APS, W-AHS, and W-Caret;
  - Fall meeting connected to (either before or after) the National Extension Directors & Administrators (NEDA) meeting to eliminate additional meeting travel costs.
- In addition, there are typically three-four (or more as needed) virtual meetings per year. Virtual WEDA meetings are held from 3-5pm Pacific Time, Monday through Thursday, to accommodate the time zone for the Pacific Insular Islands (3pm Pacific Time is 8am the next morning in Guam).
- The WEDA Chair's assistant will identify meeting dates that work for the Chair and the ED, and conduct Doodle polls to identify the best dates for the virtual meetings. The WEDA Chair and ED select the meeting dates. The Chairs assistant will make arrangements and send connection information to the WEDA Principals and others attending the meetings, using their University's virtual meeting platform.
- The ED collects and sends the Chair potential agenda items for the meetings and works with the Chair to draft the meeting agendas, seeking input from the Executive Committee and WEDA members.
- Meeting handouts and materials are attached to the meeting invitations.
- The WEDA Secretary/Chair Elect takes all meeting minutes, sends them to the WEDA Chair and ED for editing; the ED sends edits back to the Secretary and Chair for final approval before sending to WEDA for additional input and edits from members. The minutes are approved at the next WEDA meeting. Meeting minutes and materials are posted on the WEDA website in a password protected area for members.
- The ED notifies the Nominations Committee of assignments that are or will be vacant, and advises the committee as requested. During the summer WEDA meeting the Nominations Committee presents the slate of nominees for appointments ending in the Fall. Most committee and liaison appointments begin and end at the conclusion of the NEDA meeting. In addition, the ED notifies the Nominations Committee as vacancies occur and appointments are needed throughout the year.

#### **WEDA List Serves:**

- All WEDA list serves are closed, therefore, only those who are on the list can use the list.
- The WEDA Principals Only list serve in general includes one primary person from each WEDA member institution, the 1994 representative, plus the Executive Director and her assistant. The WEDA Chair's assistant is added to this list at their request, for the year they serve as Chair.
- The WEDA Directors list serve includes all member Western Extension Directors, their Associate Director(s) and assistants, the 1994 Western Extension leads, the Western Center Directors, the

WEDA and WAAESD EDs and assistants, and other key national contacts. In the WEDA Directory, those with an asterisk by their name are not included on the WEDA Directors list serve.

#### **Awards Processes:**

- **WEDA Awards:** The Western Program and Organizational Leadership Committee (WPOLC) manages the WEDA awards process for WEDA. They recommend modifications and changes to the awards, send awards information to the WEDA ED for website posting and announcement, promote award availability, collect and evaluate award nominations, and recommend award winners to the WEDA for approval. The WEDA WPOLC liaison's office prepares and manages the annual WEDA awards process, develops certificates of appreciation, and develops the awards program, which includes all Western association awards, for the Western joint summer meeting. The award winner's institution covers their winners travel expenses to attend the joint summer meeting, be recognized, and present a 5-10 minute overview of their winning program. The WEDA Chair Elect moderates the Western awards program, introducing the Director from the award winner's institution, who then introduces the award winner and presents the award.
- **National Extension Awards:** The WEDA manages the national Extension awards process on a regional level. Applications/nominations for national Extension awards are submitted by individuals on-line through the national web process. WEDA appoints a committee of Directors to review the applications/nominations submitted from the West, and selects the regional winner and an alternate. The regional winner's application is forwarded for consideration for the national award. If the regional winner is selected as the national winner, the alternate is automatically moved forward as the regional winner. The national and regional award winners are recognized during the APLU Annual Meeting in November. WEDA does not cover any of the expenses associated with the national Extension awards.
- **Director Recognition:** As Western Extension Directors leave their positions, the ED arranges for a thank you plaque which includes current Directors' electronic signatures, paid for by the WEDA ED Office services and supplies budget. A resolution is also written and both are presented by the WEDA resolutions committee thanking the individual for their service to WEDA and the region.

#### **Budget and Assessments:**

- July 1 through June 30 is the operational fiscal year for the WEDA budget.
- An annual budget is developed by the ED in consultation with the WEDA Chair and/or Executive Committee, and presented for approval by the WEDA members during the Spring WEDA meeting. This budget will include the annual assessment rate for the following fiscal year.
- The fiscal and accountability responsibilities are included in the WEDA ED's contractual agreement. The ED will facilitate assessment billing, by editing the assessment cover letter, and reviewing and approving the assessment calculations. A management fee of 1% of the approved assessment rate is added to the annual WEDA assessment, and provided to the host institution for this service. This is typically paid through a reduced assessment for the host institution.
- Assessments are calculated based on the annually approved assessment rate, plus the 1% management fee. The four Insular Island institutions will be assessed a flat \$1,500 each, with the remaining amount divided between the 13 WEDA eligible state institutions based on the proportion of Smith Lever funding each institution receives. Updated Smith Lever funding allocations can be acquired from NIFA.

- WSU sends out assessment invoices in May to allow institutions the option of paying with year-end funds or holding the invoice for payment with new funds after July 1<sup>st</sup>. Assessment bills are considered past due on October 1<sup>st</sup>.
- ED requests income and expense reports from WSU quarterly or more often as needed. After the first quarter of the fiscal year (October 1), ED requests that a second invoice be sent for all uncollected assessments. ED will contact the institution's Extension Director to request payment and determine their intent. If the assessment is not paid in full within the first 6 months of the fiscal year, membership in WEDA will be terminated per the WEDA Rules of Operation. An annual assessment invoice will continue to be sent to non-paying institutions to allow the option for the institution to re-establish their membership in WEDA.
- Annually at fiscal year end, the ED will review and balance the account and provide a year-end budget report to the WEDA.
- For additional information about WEDA assessments go to WEDA website: (*link to Assessment Information*).
- WEDA budget and fiscal information is shared during WEDA meetings, and then posted in a password protected area on the WEDA website. The WEDA ED and Chair are provided with the password for this page.

July 27, 2021