

New York State Association of Family & Consumer Science Educators HANDBOOK

Revised May 2005

OFFICERS

President	Vice President
President-Elect	Recording Secretary
Treasurer	Corresponding Secretary

STANDING COMMITTEES

Awards	Newsletter
Constitution and Handbook	Nominations
Convention	Professional Development
Employment Service	Public Relations/Marketing
Finance	Regional Conferences
Historian	Research and Publications
Legislative	Scholarship
Membership	Teacher Recruitment and Retention

SPECIAL COMMITTEES

As Needed

LIAISONS

FCCLA – NYSACTE – NYSCEA – NYSAFCS – NYSUT – UFCS –
COMPREHENSIVE SCHOOL HEALTH AND WELLNESS

COMMON RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS

1. Shall assume responsibilities July 1 of the year elected or appointed. The fiscal year runs from July 1 to June 30.
2. Shall attend all meetings of the Executive Board.
3. Shall present estimate of expenses for the next fiscal year to the Finance Chair prior to the spring Executive Board meeting.
4. Shall submit a written progress report at each board meeting. Shall present a report at the Annual Meeting if requested by the Executive Board.
5. Shall send copies of significant correspondence to the President.
6. Shall follow policies and procedures established by this Association.
7. Shall transfer records in good order to successor at termination of office, prior to July 1.
8. Shall maintain current membership in the New York State Association for Career and Technical Education and the Association of Career and Technical Education as well as the New York State Association of Family and Consumer Science Educators.

AREA PROGRAM

NYS AFCSE offers unique representation and participation opportunities to its members via the local area program.

The state is divided into twenty-three areas (by counties). Each area, staffed by a local Area Coordinator and assistants provides activities designed to meet the needs of the particular area. The activities are planned by the coordinator and assistants.

The area program also insures a more direct representation of local needs to the state executive board, as each Area-Coordinator serves as a member of that board. The area are structured as follows:

<u>AREA</u>	<u>COUNTIES</u>
Capital District – North	Saratoga, Warren, Washington
Capital District – South	Albany, Columbia, Greene, Rensselaer, Schenectady
Central	Cayuga, Cortland, Madison, Onondaga, Oswego
Finger Lakes – East	Ontario, Seneca, Wayne, Yates
Finger Lakes – West	Genesee, Livingston, Monroe, Orleans, Wyoming
Hudson Valley – Northeast	Dutchess, Putnam
Hudson Valley – Northwest	Sullivan, Ulster
Hudson Valley – South	Westchester
Hudson Valley – Southwest	Rockland
Hudson Valley – West	Orange
Long Island – East	Suffolk
Long Island – West	Nassau
Mohawk Valley East	Fulton, Hamilton, Montgomery, Schoharie
Mohawk Valley West	Herkimer, Oneida
New York City	Bronx, Kings, Manhattan, Queens, Richmond
North Country – East	Clinton, Essex, Franklin
North Country – Central	St. Lawrence
North Country – West	Jefferson, Lewis
Southern Tier – East	Broome, Chenango
Southern Tier – Southeast	Delaware, Otsego
Southern Tier – West	Chemung, Schuyler, Steuben, Tioga, Tompkins
Western – North	Erie, Niagara
Western – South	Allegany, Cattaraugus, Chautauqua

OFFICERS

PRESIDENT – Two Year Term

1. Shall preside over all meetings of the Association and the Executive Board.
2. Shall organize and keep the president's file up to date.
3. Shall approve materials dispersed in the name of the Association.
4. Shall represent the Association at other meetings or shall appoint a representative.
5. Shall be a delegate to the Association of Career and Technical Education.
6. Shall be a delegate to NYSACTE and NYSCEA President's sub-council or appoint a delegate to represent the Association.
7. Shall prepare meeting agendas and send a copy to the corresponding secretary for distribution prior to each meeting.
8. Shall appoint chairpersons of the standing committees.
9. Shall appoint chairpersons of special committees upon own initiative, at the instruction of the Executive Board, or upon request of the membership.
10. Shall be an ex-officio member of all standing committees, except the nominating committee.
11. Shall determine the time and place of the Executive Board meetings.
12. Shall prepare a list of the Executive Board members and send it to the Corresponding Secretary.
13. Shall, in the event of the resignation or death of a member of the Executive Board, follow the line of succession stated in the Constitution or proceed in accordance with Robert's Rules of Order. By a two-thirds vote the chairperson of the Constitution Committee can move to suspend that part of the constitution regarding election of officers and the floor can be opened for a motion to handle the situation.
14. Shall prepare copies of the lists of the Executive Board members with addresses, and distribute them to the Executive Board members.
15. Shall serve as a member of the Awards Committee.
16. Shall place past president's files (notebooks) in archives at the end of the term.
17. Shall sign all bills over \$500.

PRESIDENT – ELECT – One-Year Term, Odd Year

1. Shall be a member of the Executive Board for the purpose of learning the duties of the President.
2. Shall prepare reports for board meetings.
3. Shall attend the ACTE Convention the first year of office.
4. Shall arrange for the appointment of committee chairpersons to take office when the President – Elect becomes President.
5. Shall perform such other duties as may be determined by the Executive Board.
6. Shall serve as a member of the Awards committee.

PAST PRESIDENT – One Year Term

1. Shall serve as resource person on the Executive board for one year following retirement from the presidency.
2. Shall counsel with president regarding business as requested.
3. Shall serve as consultant to Constitution and Handbook Committee.
4. Shall serve as a member of the Awards Committee.

VICE PRESIDENT – Two-Year Term, Odd Year

1. Shall, in the absence of the President, perform the duties of the office.
2. Shall serve as liaison between Executive Board, Area Coordinators, Family and Consumer Science staff at SED and NYSAFACS President.
3. Shall update the list of names and addresses of Area Coordinators, treasurers, in-service representatives and legislative representatives and consultants, and send updated lists to the appropriate committee chairpersons.
4. Shall compile summaries of area programs received from Area Coordinators and prepare year-end board reports.
5. Shall review and direct the development of areas that need help with their local organizations.
6. Shall update the Area Coordinator's Handbook with the aid of the Area Coordinators, as changes are needed.
7. Shall serve as a member of the Awards Committee.

RECORDING SECRETARY – Two-Year Term, Even Year

1. Shall keep records of the proceedings of the Association.
2. Shall keep a record of the proceedings of the Executive Committee and the Executive Board.
3. Shall be responsible for preparing and sending a report of each meeting to all members of the Executive Board.

CORRESPONDING SECRETARY – Two-Year Term, Odd Year

1. Shall arrange for accommodations and meeting rooms for Executive Board meetings after consultation with the president.
2. Shall notify board members and Area Coordinators of board meeting arrangements.
3. Shall attend to such correspondence as requested by the president and the board.

TREASURER – Two-Year Term, Even Year

1. Shall keep a permanent record of all funds of the Association.
2. Shall understand the budget as planned by the Finance Committee.
3. Shall arrange for an audit of accounts by a qualified person upon request of the Executive Board.
4. Shall make banking arrangements:
 - a. Open a checking account
 - b. Order a book of checks bearing the name of the organization
 - c. Arrange for a savings account
 - d. Record the signature for deposit and withdrawal of funds.
5. Shall keep a continuous record of all income and expenditures.
6. Shall enter income from various types of memberships and projects.
7. Shall prepare a report of income and expenditures for each Executive Board meeting.
8. Shall pay all bills for expenditures which have been approved by the President or designated in the adopted budget.
9. Shall keep an accurate register.
10. Shall arrange for proper insurance for the treasurer and convention treasurer upon request of the Executive Board.
11. Shall be responsible with the President for filing form 990 in August with the Internal Revenue Bureau, Roosevelt Blvd., Philadelphia, PA or form 9907 if fund raising takes place. Receipt shall be filed.
12. Shall be bonded.
13. Shall conclude annual treasurers report at the end of the fiscal year – June 30.
14. Shall reimburse active areas for portion of annual memberships dues so designated as local dues.
15. Shall bank local dues for inactive areas in designated escrow savings account.
16. Shall send dues to NYSACTE, ACTE, and NATFACS if received.

STANDING COMMITTEE CHAIRPERSONS

1. All chairpersons are appointed by the president with the advice and approval of the Executive Board.
2. All chairpersons serve two years.
3. Refer to the sheet “Common Responsibilities of Executive Board Members.”
4. Each chairperson, except the nominating committee chairperson, appoints their own committee members.

AWARDS

1. The awards chairperson will meet annually with the awards committee consisting of the awards chairperson as chair: President, Past-President or President-Elect, Vice President and one other NYSAFCSE member appointed by the President.
2. Shall request and receive nominations for the NYSAFCSE awards.
3. Shall select with the committee the recipients of the NYSAFCSE awards.
4. Shall facilitate the distribution of the NYSAFCSE awards.
5. Shall assist the President in making nominations for various awards given by our affiliates.
6. Will work with co-sponsors of the state convention to facilitate awards presentations.
7. Will provide awards information to the News Capsule in a timely fashion.
8. Keep an accurate list of all award winners and send to the historian.
9. Be responsible for the Orchid Award engraving plate.

CONSTITUTION AND HANDBOOK

1. Keep the Constitution and Bylaws up to date.
2. Submit prepared amendments or revisions of the Constitution and Bylaws to the Executive Board for approval prior to presenting to the membership of the Association.
3. Prepare ballots, distribute and compile results pertaining to constitution.
4. Arrange for duplication of revisions and distribute to the membership.

CONVENTION CHAIRPERSON – Duties and Time Schedule

ACTIVITIES

TIME SCHEDULE

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| 1. Coordinate biannual meeting program with total plan for the current goals and program of work for NYSAFCSE. | |
| 2. Appoint a committee. Fill vacancies as needed. | By one year from date of convention. |
| 3. Compile ideas for program theme and format based on previous evaluations and input from board. | Prior to winter Executive Board meeting. |
| 4. Meet with committee to make organization plan, develop a timeline, figure costs, assign responsibilities and check on progress. | On a regular basis. |
| 5. Notify the President of the time and place of the convention committee meetings. | At least 2 weeks prior to each meeting. |
| 6. Choose the site of the biannual convention. Negotiate and sign contracts. | At least 1 to 1 ½ years prior to the conventions. |
| 7. Instruct exhibit chair to contact publishers and exhibitors as soon as the date has been set. | |
| 8. Prepare special guest list after contacting President and SED staff. Write and send invitations. | Four months prior to convention. |
| 9. Report progress at each Board meeting and refer questions of policy to them. In interim, consult President for advice. | Winter and Spring meetings. |
| 10. Take care of post-convention correspondence:
- committee chairs
-sales manager of hotel
-others, as occasion demands | Within month after convention. |
| 11. Prepare written summary for distribution to Board and for convention folder. | Within month after convention. |
| 12. Meet briefly with President and new convention chair. | Close to current convention. |
| 13. Give oral report at annual business meeting to include attendance figures. | Convention |

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| 14. Prepare announcements for presiding officer of each session of the convention. | Convention |
| 15. Be available throughout convention to assist with last minute decisions and emergencies. | Convention |
| 16. Meet with finance chairperson to settle accounts with hotel sales manager. | Close to Convention. |

EMPLOYMENT SERVICE CHAIRPERSON

1. Actively seek out Family and Consumer Sciences teaching job openings in New York State.
2. Actively seek out Employment Service membership.
3. Maintain a file on Employment Service members.
4. Contact appropriate Employment Service members when notified of job openings.
5. Submit an article and Employment Service memberships form for each News Capsule.
6. Biannually (on even numbered years) notify all NYS Chief School Administrators of the existence and function of the NYSAFCSE Employment Service.
7. Attend NYSAFCSE Executive Board meetings, and present a report.
8. Perform duties required of an NYSAFCSE Executive Board member.

FINANCE

1. Suggest an operating budget for the following year.
2. Request estimate of expenses from each member of the Executive Board.
3. Prepare tentative budget.
4. Present suggested budget to Executive Board for approval at the spring board meeting.

HISTORIAN

1. The President-Elect or Past-President may function as historian or may be specifically appointed by the President.
2. Shall catalog existing information on the history and proceedings of NYSAFCSE.
3. Shall maintain and update information.
4. Shall prepare a display/exhibit for the biannual convention.
5. Shall make a periodic review of the archives.
6. Shall research NYSAFCSE by contacting people/early home economists who were instrumental in starting NYSHETA, and make taped interview of these contacts.
7. The files/archives shall include memberships and board member lists, New Capsule, pictures of activities/officers/charter members/25 year members/area reports, meeting minutes, annual financial reports, names of scholarship/Orchid, Ellen Swallow Richards, Teacher of the Year, Promising New Professional award winners, lists of charter members, convention reports and regional conference reports.
8. Keep an accurate list of past presidents of the organization.
9. Keep an accurate list of award winners.

LEGISLATIVE

1. Keep up to date on legislation, state and national, affecting Family and Consumer Science Education.
2. Contact legislators recommending passage or defeat of pertinent legislation.
3. Work with Legislative Chairs of NYSACTE, NYSCEA, NYSAFCS and area legislative chairpersons.
4. Develop a procedure for informing Executive Board members and Area Coordinators when immediate action is needed.
5. Receive and study any resolutions proposed by the membership. (See appendix for procedure for presentation of resolution.)
6. Send copies of all legislation passed by NYSAFCSE Board to all organizations with which we are affiliated.

Membership

1. Take leaderships in promoting membership to NYSAFCSE, NYSACTE, ACTE and NATFACS.
2. Develop a plan to process memberships on a monthly basis throughout the year. Inform all persons involved, i.e.: President, Vice-President, Treasurer, and Area Coordinators of the processing procedure.
3. Maintain accurate membership lists for NYSAFCSE and its' affiliates.
4. Prepare and distribute membership lists to NYSAFCSE officers, executive board members, Area Coordinators, and all others requested by the President at the winter board meeting. An addendum of new members should be distributed at the spring meeting.
5. Prepare mailing labels of the membership for the following: Vice President, Corresponding Secretary, News Capsule Editor, Nominations Chairperson and others as directed by the President.
6. Perform these duties to promote membership in NYSAFCSE.
 - a. Send membership applications with Spring News Capsule to all current members for renewal.
 - b. Contact teacher educators in NYS to obtain a list of recent graduates.
 - c. Send a letter and membership application to the above named graduates.
 - d. Send membership applications and a letter of introduction to all Area Coordinators in August.
 - e. Send membership applications and a letter of introduction to all teacher educators and city supervisors in the state.
 - f. Confirm membership status of all state convention and regional conference participants prior to each meeting.
 - g. Send renewal notices to all non-renewing teachers on a cyclical basis.
 - h. Contact all Area Coordinators to have them contact non-renewing teachers.
 - i. Confirm area memberships lists with each Area Coordinator prior to printing memberships directory.
7. Arrange for printing of membership applications, welcome letters, and membership cards to update.
8. Establish contact with membership chairs in NYSACTE and NATFACS and promote membership in these organizations.

9. Maintain membership table at state convention.
10. Prepare membership reports for all Executive Board meetings, News Capsules, and other reports as requested by the President.

NEWSLETTER

1. Establish effective means of communication with officers, coordinators and committee chairpersons for obtaining news items, especially Public Relation, Research and Publications, and Convention.
2. Estimate expenses for the year.
3. Establish the number of newsletters to be printed at the spring Executive Board meeting and publicize newsletter deadlines.
4. Arrange for newsletter printing.
5. Arrange for distribution of newsletter including permit arrangements, sorting, and labeling.
6. Contact advertisers, send out billings, gratis copies and maintain records on status of advertisers.
7. Maintain a current professional mailing list and secure mailing labels from Membership chair.

NOMINATIONS

1. Review qualifications of candidates, including membership in NYSAFCSE, NYSACTE, and ACTE.
2. Consult with President and Executive Board regarding possible nominees for each office.
3. Contact prospective nominees. Inform each of the specific duties, responsibilities, and financial obligations of the office. Obtain permission to use name on ballot.
4. Prepare the official ballot, including a brief biography of each candidate. Secure mailing labels of voting membership from the Membership chair.
5. Mail ballot to membership no later than March 1.
6. Count ballots and immediately inform candidates of election. Request photographs for publicity and News Capsule.
7. Write unsuccessful candidates thanking them for running.
8. Keep an up-to-date cumulative chart of State Officers, committee chairpersons, and Area Coordinators.

PROFESSIONAL DEVELOPMENT

1. Recruit representatives from each NYSAFCSE area to form a professional development team.
2. Organize up to three professional development team meetings to coordinate with regularly scheduled board meetings.
3. Maintain open lines of communication with SED and inform team members of developments likely to affect FACS classroom teachers.
4. Plan programs of work for the team meetings in response to the perceived needs of team members and the initiatives of both NYSAFCSE and SED.
5. Prepare plans of action for team members to “turn-key” information to FACS educators in their respective area.

6. Provide written verification of team participation to the administrators of the team members' school districts.
7. Maintain records of team participation, topics covered, and professional development credits accrued.
8. Participate in NTS AFCSE board meetings and report to the board on the activities of the Professional Development team.

PUBLIC RELATIONS / MARKETING

1. Publicize accomplishments, actions and proceedings of the NYS AFCSE.
2. Work with membership committee to promote membership.
3. Work with newsletter editor to suggest articles for the News Capsule.
4. Suggest ways and means of publicity promotion to Area Coordinators.

REGIONAL CONFERENCES – Duties and Time Schedule

<u>ACTIVITIES</u>	<u>TIME SCHEDULE</u>
1. Decide on theme with feedback from board.	Winter Board meeting
2. Outline evaluations from last regional conferences. Come up with some do's and don'ts based on these evaluations.	Winter Board meeting
3. Decide on a suggested Regional Conference calendar.	Winter Board meeting
4. Outline a few topics for workshops for panels that could be covered under the general theme.	Winter Board meeting
5. Outline a time schedule for Area Coordinators to report their plans to the Executive Board prior to the publications dates of the Spring <u>News Capsule</u> .	Winter Board meeting
6. Decide on financial arrangements and business meeting presentations for Regional Conferences.	Winter Board meeting
7. Ask SED Family & Consumer Science staff for a list of resource people to circulate to Area Coordinators.	Winter Board meeting
8. Summarize Regional Conference information from Area Coordinators for spring "Capsule" and spring board meeting.	After Winter Board Meeting
9. Follow through on responses from Area Coordinators and send reminders to those who haven't been in contact.	After Winter Board Meeting
10. Prepare a final list of conferences for fall "Capsule"	Summer

11. Ask contact people in each Area to forward a report, and pictures if available, to the regional conference chair. Summarize these by area for winter issue of the “Capsule”. Fall
12. Tabulate evaluation sheets of regional conferences for the next chair. Fall

RESEARCH AND PUBLICATIONS

1. Prepare, when possible, and make available to the membership, one or two resumes per year of pertinent research and experimentation in or related to the teaching of Family & Consumer Sciences. These might be sold to the membership. Consideration should be given to including a teacher educator as a member of this committee.
2. Work with the newsletter editor to suggest articles for the News Capsule.
3. Gather, review, and evaluate new resources (books, visual aids, etc.) and make available to the members through the News Capsule or some other means.

SCHOLARSHIP

1. Submit information regarding scholarship and winner to the News Capsule.
2. Periodically review amount of scholarship, the number of scholarships, and criteria for selection with the NYSAFCSE Executive Board.
3. Identify selection committee.
4. Update and print application forms.
5. Send applications/forms to colleges having undergraduate Family & Consumer Science Education programs.
6. Set up rating sheets for selection of committee members.
7. Send applications to selection committee members to review and rate choices.
8. Determine scholarship winner.
9. Notify scholarship winner and those who did not receive scholarship.
10. Send thank you notes to the selection committee members.
11. Initiate fund raising activities at NYSAFCSE convention and regional conferences.
12. Send acknowledgments to scholarship fund contributors.
13. Send updated list of scholarship winners to Historian.

TEACHER RECRUITMENT AND RETENTION

1. Be an informal resource to potential teachers providing information on certification.
2. Act as a liaison with representatives of colleges that offer Family & Consumer Sciences to provide pertinent information to interested potential recruits.
3. Serve on the executive board to clarify any problems seen in the field or roadblocks to being certified.
4. The main goal is to get interested teachers certified.

WEBMASTER

1. Maintain associations web site (www.nysafcse.org)
2. Establish and maintain a contract with a server for the web site.
3. Add new information to the web site in a timely manner.
4. Work with the board members to obtain up-to-date information for posting on the site.

LIAISONS

FCCLA

1. Keep the NYS AFCSE Executive Board informed of the activities of the New York State Family, Career and Community Leaders of America.
2. Let the Executive Board know of specific needs or assistance NYS AFCSE can provide to FCCLA.

UFCS & NYSCEA

1. Shall serve at the discretion of the NYS AFCSE president.
2. Shall attend the NYSCEA and UFCS meetings and report on them at the NYSFCSE Board meetings.
3. Shall assist in collaboration on any common issues.

AREA COORDINATORS

1. Shall be appointed or elected by the membership in each area.
2. Shall work under the guidance of the NYS AFCSE Vice-President to provide area membership with necessary information on the functioning of the organization and current Family & Consumer Science issues.
3. Shall work with the area officers to plan and present programs for the area membership based on its needs.
4. Shall report to the Executive Board the activities and concerns of the area.

AWARDS AND SCHOLARSHIPS OF THE ORGANIZATION

DISTINGUISHED SERVICE

Awarded to a member of NYS AFCSE who has made an outstanding contribution to our professional organization. Any member of NYS AFCSE may nominate someone for this award. There is no limit per area. Awarded during state convention years – biannually.

Past Distinguished Service Winners

1994	Constance Spohn
1996	Jean Stevens
1998	Marilyn Kucera
2000	Rosalie Travers Roberta Drake-Wurster
2002	Ruth Anne Schultz Gloria Tanderjian
2004	Theresa Philips Marie Pulvirent

ELLEN SWALLOW RICHARDS AWARD

The Ellen Swallow Richards Award, established in 1984 as the Corning Award, was renamed in 2001 to honor the founder of Family & Consumer Sciences. This award is presented in honor of outstanding contributions and significant impact to Family & Consumer Science Education in New York State by a non-Family & Consumer Scientist. The recipient receives this award at the biannual state convention.

EXCELLENCE IN FAMILY AND CONSUMER SCIENCES AWARD

Given to students of Family & Consumer Sciences Education. Area coordinators obtain certificates from the awards chairperson at the winter board meeting. The president of NYS AFCSE will send a letter of congratulations to the student recipient. May only be given to students of NYS AFCSE members and is awarded annually by local area members.

ORCHID AWARD

Established in 1964, the orchid award is an honor given by the members of NYS AFCSE to an individual who has made an outstanding contribution to Family & Consumer Sciences at the state level. This award is presented by the Awards committee biannually at the state convention. NYS AFCSE assumes the financing of this award. The recipient must be a retired Family & Consumer Science educator or a Family & Consumer Science educator in a branch of the profession other than school based education and must hold a Family & Consumer Sciences degree. In addition, the person will have made an outstanding contribution to the field of Family & Consumer Science education and to NYS AFCSE. Current or past membership is also required.

RUTH ANNE SCHULTZ MEMORIAL SCHOLARSHIP

Established in 2003 to honor Ruth Anne Schultz. A teacher at Chittenango Central Schools, she had been membership chair, newsletter editor, convention chair and president of NYSAFCSE as well as winner of the Distinguished Service Award. At the time of her death, she was president of the New York State Association of Career and Technical Education and had been recognized as the Northeast Regional Teacher of the Year by the Association of Career and Technical Education. Ms. Schultz was an active FCCLA leader and a tireless advocate for Career and Technical Education at the state and national levels.

The recipient must be a junior or senior Family & Consumer Science Education major attending college in New York State. This person must be a NYSAFCSE student member and be sponsored by a NYSAFCSE member.

RUTH RITTER MEMORIAL SCHOLARSHIP

Established in 1977 to honor Ruth Ritter the first elected president of the Home Economics Teachers Association (NYSAFCSE). She taught Home Economics in Margaretville and Penfield Central Schools where she was chair of the Home Economics Department. Even after her retirement, she maintained an active interest in NYSHETA until her death in 1975. The first scholarship was awarded in 1984 at the biannual convention.

The recipient must be a junior or senior Family & Consumer Science Education major attending college in New York State. This person must be a NYSAFCSE student member and be sponsored by a NYSAFCSE member.

TEACHER OF THE YEAR AWARD

The Teacher of the Year Award recognizes an individual who has made a significant contribution to the field of education through their effectiveness as a teacher and dedication to the profession of Family & Consumer Science.

The recipient must have demonstrated outstanding effectiveness as a classroom teacher of Family & Consumer Sciences and made a significant contribution to the field of education. The person must have shown superior dedication to the profession of Family & Consumer Sciences. The candidate is nominated by a NYSAFCSE area. If the nominee is to be considered beyond the state level, NYSACTE and ACTE membership must be held.

HISTORY OF THE ORGANIZATION

The need for a unified avenue of approach to meet the challenges confronting Home Economics educators was apparent to many teachers across the state. To meet this need, the idea of forming a State Home Economics Teachers Association was discussed and endorsed by county leaders and by members of the Home Economics section of the New York State Vocational and Practical Arts Association in 1957 and 1960 respectively.

On January 27, 1961, in Albany, a committee composed of one home economics educator from each of the six districts as organized by the New York State Home Economics Association met. The need for a New York State Homemaking Teachers Association was further explored and substantiated, and possibilities for structuring and procedures for organizing were discussed and suggested.

An Advisory Committee was formed and in April 1961, a meeting was held with these results: temporary officers were elected and committee chairpersons were appointed, their responsibilities were outlined and it was recommended that the organization be called the NYSHETA and be structured through affiliation with the NTSVPA.

In May 1962, in New York City, the final meeting of the Advisory Committee, and the first annual meeting of the New York State Home Economics Teachers Association was held. The meeting concluded with the introduction of the Associations first elected officers, with Miss Ruth Ritter heading the slate as president.