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AFC COMMISSION CHAIR ORIENTATION

JANUARY 26, 2024

AGENDA

1. Welcome from 2024 VP of Commissions, Steve Crudup, & VP-Elect, Dr. Dianne Valdivia
2. Introduction of Commission Chairs (or representatives)
3. Insights from Senior Leadership:
 - a. Matt Wetzel, 2024 AFC President
 - b. Tony Carvajal, AFC CEO
4. Terminology to be aware of
5. Annual Expectations of Commissions, including:
 - a. Board Meetings for 2024
 - b. Submission of Reports
 - c. Where to find information needed for Board Meetings
6. AFC State Office expectations & services
7. 2024 Ideas
8. Suggestions from your VPs for a successful year
9. Discussion regarding frequency to meet as Commission Chairs
10. Open floor
11. Adjourn

FREQUENT CONTACTS:

Steven Crudup VP for Commissions scrudup@hccfl.edu 813.253.7861	Dr. Dianne Valdivia VP-Elect for Commissions dvaldiv1@mdc.edu 305.237.4962
Tony Carvajal AFC CEO tony@myafchome.org 850.222.3222	Matt Wetzel AFC President matt.wetzel@fscj.edu 904.632.3363
Eileen Johnson AFC Director of Administration and Technology Services ejohnson@myafchome.org 850.222.3222 or 850.205.2203	

TERMINOLOGY:

EXECUTIVE COMMITTEE (EC)

CEO + President + Past-President + VPs + VP Elects + Finance Chair + Foundation Chair

BOARD OF DIRECTORS (BOD)

CEO + Executive Committee + Region Directors + Commission Chairs + Committee Chairs + COP Rep

COUNCIL OF PRESIDENTS (COP)

CEO + President + Institution Presidents of the FCS

ANNUAL EXPECTATIONS FOR COMMISSIONS:

1. Review Commission website on MyAFCHome by end of February. Submit changes to Eileen Johnson ASAP.
 1. Check here: <https://afc.memberclicks.net/commissions-list-and-webpages>
 2. Then check your **specific** Commission page.
 3. Regularly submit any updates or changes to Eileen Johnson.
2. Review By-Laws annually by end of February. Submit any updates to Steve.
3. Submit Operational Plans & SMART Goals
 1. Send to Dr. Valdivia by February 23
 2. [Goal Worksheet](#)
4. Prepare Annual report and “Commission Book” (Jan-Dec – Recognize winners at 2025 Leadership Conference)
 1. Generally due around October 1. More details to come.
5. Offer Exemplary Practice Award
 1. Decided upon by Commission. Commission to determine the qualifications, application process, etc.
 2. Each Commission will have a dedicated session at Conference for Exemplary Practice, which must be noted by deadline provided ahead of conference.
6. Host Commission Board Meetings and Open Commission Meetings as per Bylaws
7. Contribute to the Field (Speaker Series, Conference, or Co-Sponsoring a Conference)
*We encourage all commissions to hold their Spring Conferences with a Region Conference.
8. Share Commission updates for *CURRENT*, sharing of knowledge/articles, etc.
9. Fundraising (as needed)

[CURRENT LEADERSHIP MANUAL](#)

BOARD OF DIRECTORS MEETINGS:

There are 5 BOD meetings expected in 2024, unless special meetings are called.

1. January 31 *
2. April 11

3. June 11
4. Pre-Conference (September)
5. Conference * (November)

It is recommended that you are present. If not, that someone from your Board is present in order to answer any questions and/or represent your Commission.

It is important to review information available prior to the meeting as there may be a good deal of information regarding contracts, negotiations, agreements, etc. These may not be reviewed during the meeting itself. The Chair may call for a vote of acclimation with the assumption that the information has been read and understood. Bring any questions you may have to the meeting.

COMMISSION REPORTS

Generally due 2 weeks prior to Board meeting. Dates will be provided as soon as Board of Directors meeting is scheduled.

Why they are important:

- Commissions do not report out at Board meetings unless specially requesting to be on the agenda.
- Reports are made available to all Board members ahead of the meeting for review.
- Helps communicate that Commission is on task.

Report form available here: [AFC Commission Report](#)

PRIOR TO BOD MEETINGS:

Go to <http://www.myafchome.org>

Login by clicking "Member Login"

From menu, select: About Us > Board of Directors > Board of Directors Meeting Materials

Minutes are also available from prior meetings by following similar selections.

If you do not see this information under your profile after logging in, contact Eileen Johnson at ejohnson@myafchome.org or 850-205-2203

AFC STATE OFFICE EXPECTATIONS & SERVICES:

1. Please CC and invite Tony to anything and everything! This way, he is informed and in the loop.
2. All communication should go through AFC Home Office (due to updated State regulations, RE: Expenditure Rule)
Including:

- Do not expect to receive direct contact information to membership. State office will communicate on your behalf.
 - Review of publicity for events before sending out.
3. Contact Tony & Matt with any suggestions you have helping AFC move forward!!

CONTACT EILEEN JOHNSON REGARDING THE FOLLOWING:

1. Email blasts to membership or commission membership
2. Setting up Zoom meetings/events under AFC Account
3. Placing items on the AFC Online Calendar
4. Budget Reports
5. Finance: Purchasing/Reimbursement/Check Requests/Deposits

REQUEST FORM: [AFC Publication/Communication Request Form](#)

2024 IDEAS:

1. Adjust all election cycles for Commission roles to start on January 1.
 - a. Recommended that all positions start January 1
 - b. Additional ideas to consider for your by-laws:
 - a. Minimum 2-year appointments for elected roles, staggering elections, so that all positions do not expire annually.
 - b. Chair = 3-year appointment = Chair-Elect, Chair, Past-Chair
2. Membership Development

EXPECTATIONS & RECOMMENDATIONS FROM VPs FOR A SUCCESSFUL YEAR:

1. Attend expected meetings or have someone there to represent your Commission who is informed.
2. Respond to emails/calls, please.
3. No one is expecting you to be an AFC expert. Please contact myself or Dianne for more information as needed.
4. Communicate.
5. Be open minded – Dianne and I have both been in your position. We are trying to come up with easy solutions to common problems to make your life and role more simple.
6. Build in planning time.
7. Delegate/Use your Board members who are willing to help.
8. Think beyond your immediate time on the Board. Set the next group up for success. Find leaders to replace you as soon as possible.
9. Focus on the WHY, not the WHAT. Don't say "this is how we've always done it".

QUESTIONS:

- Frequency to meet as Chair Group?