



**National Association of Supervisors of  
Agricultural Education**

**2024-2025  
Program of Work**

Revised October 21, 2024

# National Association of Supervisors of Agricultural Education

## History

The groundwork was laid for the formation of the NASAE during the American Vocational Association Convention in 1962. The first constitution was adopted on December 11, 1963. Homer Edwards of West Virginia was NASAE's first president. The organization's articles of incorporation were first filed in Montpelier, Vermont on October 12, 1974. The motivation for organizing the national association was a need for state supervisors of agricultural education to have concerted input into the operations of the Agriculture Division of the AVA. (Adapted from "The Professional Organizations for Vocational Agriculture," by H.M. Snodgrass in *Agricultural Education*, Volume 54, No. 1, July, 1981)

## Program of Work

**The National Association of Supervisors of Agricultural Education (NASAE) is a professional organization established to provide members with information essential for planning and conducting quality agricultural education programs.**

NASAE members are professionally engaged in the administration and/or supervision of career and technical education in agriculture on the district, area, state and national levels. The general goals of the organization are to professionally represent and support advancement of school-based Agricultural Education by:

- providing information on the characteristics of quality programs.
- sharing information regarding quality teaching materials.
- sharing current and relevant research, trends, and ideas.
- sharing plans and policies of the USDOE and other organizations relevant to potential program impact.
- providing members information regarding the activities of the Association for Career and Technical Education (ACTE) and potential program impact.
- promoting professional relationships with other agencies, associations, and institutions interested in the industry of agriculture and agriculture education.

The Program of Work will be adopted by the NASAE Officers and Representatives annually and shared with the members.

### **NASAE Officers and Representatives:**

|                                |                             |
|--------------------------------|-----------------------------|
| President                      | Erin Noble, New Jersey      |
| President-Elect                | Bethany Matos, Arizona      |
| Past President                 | Scott Johnson, Iowa         |
| Secretary                      | Lee Letsch, Oregon          |
| Treasurer                      | Andy Seibel, Virginia       |
| Central Region Vice-President  | Trevor Lucas, Oklahoma      |
| Eastern Region Vice-President  | Mindy Bunselmeyer, Illinois |
| Southern Region Vice-President | Cade LeJeune, Louisiana     |
| Western Region Vice-President  | Russell Walter, New Mexico  |

## GENERAL ORGANIZATION OPERATIONS

|     | Activity   | Responsibility  | Date          |
|-----|--|-----------------|---------------|
| 1.  | Review and update Program of Work  | President Elect | October       |
| 2.  | Present the updated Program of Work for adoption by the membership at the annual meeting.  | President Elect | October       |
| 3.  | Provide for the periodic review of the association's governing documents   | President       | Discretionary |
| 4.  | Distribute Program of Work to NASAE Executive Committee.   | President       | November      |
| 5.  | Develop and provide the agenda for association meetings at least one month in advance of the annual meeting.                           | President       | September     |
| 6.  | Secure Parliamentarian to be present during annual NASAE Business Meeting  | President       | October       |
| 7.  | Keep minutes of all NASAE association meetings   | Secretary       | Annually      |
| 8.  | Send and maintain copies of all NASAE correspondence.  | Secretary       | Annually      |
| 9.  | Keep minutes of all NASAE Executive committee meetings.  | Secretary       | Continuous    |
| 10. | Provide electronic copies of all NASAE committee meetings to the executive committee within two weeks following the meeting.           | Secretary       | Continuous    |
| 11. | Maintain a permanent record of all NASAE meeting minutes, the Constitution, and Program of Work.                                       | Secretary       | Continuous    |
| 12. | Maintain a permanent record of all regional NASAE Committee minutes as provided by the vice presidents.                                | Secretary       | Continuous    |
| 13. | Provide each vice president with a list of officers and individuals appointed to boards, which include NASAE representation.           | Secretary       | Continuous    |
| 14. | Provide the President Elect a list of all newly elected/appointed NASAE members to appointed boards that include NASAE representation. | Secretary       | Continuous    |
| 15. | Keep and maintain a historical list of NASAE officers, Outstanding Supervisor Award recipients and annual meeting programs.            | Secretary       | Continuous    |

## FINANCES

|    | Activity   | Responsibility                   | Date                 |
|----|--|----------------------------------|----------------------|
| 1. | Maintain the NASAE associations checking and savings accounts.   | Treasurer                        | Continuous           |
| 2. | Keep complete and accurate records of all financial transactions.  | Treasurer                        | Continuous           |
| 3. | Prepare an annual budget for approval at the annual meeting.   | Budget Committee                 | October              |
| 4. | Provide an annual profit/loss statement for approval at the annual meeting.                                  | Treasurer                        | October              |
| 5. | Pay, upon approval of the executive committee, the NASAE association bills in a timely manner.               | Treasurer                        | Continuous           |
| 6. | Keep and maintain a permanent file of all past and current financial records.                                | Treasurer                        | Continuous           |
| 7. | Solicit financial support for Professional Recognition.  | Executive Committee              | August/<br>September |
| 8. | Auditing committee review financial statements at annual meeting, including record of receipts and expenses. | Treasurer and Auditing Committee | Annual Meeting       |

## MEMBERSHIP

|     | Activity   | Responsibility      | Date       |
|-----|--|---------------------|------------|
| 1.  | Maintain a listing of all active state agricultural education, FFA, and FFA Foundation staff.  | Secretary           | Ongoing    |
| 2.  | Develop a listing of potential NASAE members by state.   | Executive Committee | January    |
| 3.  | Encourage all state staff members to pay NASAE dues.   | Secretary           | Continuous |
| 4.  | Send a membership form to all potential members for verification and collection of annual dues.  | Secretary           | June       |
| 5.  | Extend membership to the U.S. Department of Education Staff, other agricultural education supervisory staff, state FFA Foundation Staff, state FFA Camp Staff, and National FFA Staff. | Secretary           | January    |
| 6.  | Publish the membership list on the NASAE website.  | Secretary           | February   |
| 7.  | Recognize states attaining 100% NASAE membership on the website.   | Secretary           | February   |
| 8.  | Keep up-to-date, permanent membership records including years of service.  | Secretary           | Annually   |
| 9.  | Provide a list of NASAE members to the executive committee quarterly.  | Secretary           | Quarterly  |
| 10. | Secure appointment dates from state supervisors.   | Secretary           | Annually   |
| 11. | Report to the president information concerning retirement, new appointments, etc. of membership.   | Members             | Annually   |
| 12. | Inform all members that the membership year is July 1st to June 30th; however, NASAE's Program of Work year begins and ends with the annual meeting.                                   | Secretary           | Annually   |

## PROFESSIONAL RECOGNITION

|    | Activity   | Responsibility                              | Date     |
|----|--|---|----------|
| 1. | Provide lapel service pins when members have reached one, five, ten, 15, 20 and 25 years of membership.  | Executive Committee                         | Annually |
| 2. | Recognize members that have achieved the following milestones in membership:<br>25 years - Desk pen set<br>30 years - 19"x24" FFA Print<br>35 years - Desk Clock<br>40 years - watch   | Executive Committee                         | Annually |
| 3. | The following award recipients will be selected and recognized at the annual NASAE conference <ul style="list-style-type: none"> <li>● Outstanding New Member</li> <li>● Outstanding Executive Secretary</li> <li>● Outstanding State Supervisor (Previously Member)</li> <li>● Outstanding State Staff</li> <li>● Innovation Awards (one project in each region)</li> </ul> | Executive Committee<br><br>Awards Committee | Annually |
| 4. | Provide Press Releases for NASAE Award Winners.  | Secretary                                   | Annually |
| 5. | Post past and current award winners on the NASAE website   | Secretary                                   | Annually |

## PROFESSIONAL RELATIONS

|    | Activity   | Responsibility                                  | Date                 |
|----|--|---|----------------------|
| 1. | Identify and pursue mutual goals with ACTE, AAAE, NAAE and other agricultural associations/ organizations. | Executive Committee                             | Annually             |
| 2. | Attend and participate in meetings of the policy committee of the Ag Education Division of ACTE            | President<br>Past President<br>President –Elect | March and<br>October |
| 3. | Have representatives as requested at various professional executive committee meetings.                    | President or<br>designated<br>representative    | Annually             |
| 4. | Attend and participate in meetings of The National Council for Agricultural Education.                     | Elected<br>Representative                       | As Needed            |
| 5. | Maintain continuous contact with national agricultural and educational organizations and associations.     | Executive Committee                             | Annually             |

## LEGISLATION

|    | Activity  | Responsibility      | Date       |
|----|---|---------------------|------------|
| 1. | Work closely with the ACTE, NAAE, AAAE and other agricultural organizations to secure legislation needed to improve agricultural education and Career & Technical Education-CTE in general. | Executive Committee | Continuous |
| 2. | Keep members informed about pending federal legislation and action needed at the state and local levels.  | Executive Committee | Continuous |
| 3. | In cooperation with NAAE and AAAE, identify strategies that states can use to secure favorable legislative support for agricultural education.  | Executive Committee | As Needed  |

## PROFESSIONAL DEVELOPMENT

|    | Activity   | Responsibility                                       | Date                     |
|----|--|--|--------------------------|
| 1. | Conduct professional in-service.   | Vice Presidents                                      | Annually                 |
| 2. | Conduct NASAE annual business meeting prior to National FFA Convention.  | President  | October                  |
| 3. | Conduct professional in-service workshops prior to the National FFA Convention. Designate in-service priority area with appropriate theme.           | President<br>Executive Committee                     | October                  |
| 4. | Provide training for new state staff prior to the start of the NASAE Conference  | Executive Committee                                  | October                  |
| 5. | Conduct NASAE executive committee meetings during the National FFA Convention and at other national agricultural education functions as appropriate. | President  | October/<br>As<br>Needed |
| 6. | Encourage membership to write articles for <i>The Agricultural Education Magazine</i> and other related publications.                                | Executive Committee                                  | Continuous               |
| 7. | Conduct and/or inform the membership of online professional development opportunities  | Executive Committee and<br>members as<br>appropriate | Continuous               |

## BOARD/COMMITTEE RESPONSIBILITIES

| Activity  | Responsibility       | Procedure  | Date           | Term    |
|---|----------------------|--|----------------|---------|
| 1. NASAE President-Elect and NASAE President                          | Nominating Committee | Appointed NASAE Nominating Committee recommends a President-Elect, President selected from the NASAE active membership.  | Annual Meeting | 1 year  |
| 2. NASAE Secretary and NASAE Treasurer                                | Nominating Committee | Appointed NASAE Nominating Committee recommends a Secretary, and Treasurer selected from the NASAE active membership.  | Annual Meeting | 3 years |
| 3. NASAE Regional Vice Presidents                                     | Vice Presidents      | Elected from the eligible NASAE active membership at the annual regional meeting prior to their assuming office at the conclusion of the annual NASAE meeting.<br>Central: 10/2024-10/2026 (Lucas, OK)<br>Eastern: 10/2023-10/2025 (Bunselmeyer, IL)<br>Southern: 10/2023-10/2025 (LeJeune, LA)<br>Western: 10/2024-10/2026 (Walter, NM) | Annual Meeting | 2 years |
| 4. National FFA Board of Directors                                    | Vice Presidents      | Elected from the eligible NASAE active membership.<br>Central: 1/2023-12/2025 (Dietzschold, MO)<br>Eastern: 1/2024-12/2027 (Brammer, PA)<br>Southern: 1/2024-12/2026 (Eichelberger, AR)<br>Western: 1/2025-12/2028 (Jackson, TX)   | Annual Meeting | 3 years |
| 5. National FFA Foundation Board of Trustees                          | Vice Presidents      | State Supervisor selected from the active membership in supervisor roles with experience on the executive committee for overlapping terms. Non- regional.<br>1/2021-12/2023 (Letsch, OR for Large, TX)<br>1/2025-12/2027 (Seibel, VA)  | Annual Meeting | 3 years |
| 6. National FFA Alumni Council  | Vice Presidents      | 2 NASAE representatives selected from active members.<br>Eastern: 1/2023-12/2025 (Debra McCluskey, NJ)<br>Western: 1/2026-12/2028<br>Central: 1/2029-12/2031<br>Southern: 1/2032-12/2024   | Annual Meeting | 3 years |
| 7. National Young Farmers Board of Directors                          | Nominating Committee | NASAE representative selected from the at-large active membership at the annual business meeting of the year following election. Non-regional.<br>1/2024-12/2025 (Glascocock, TX)  | Annual Meeting | 2 years |
| 8. Post-Secondary Agriculture Student Organization Board of Directors | Nominating Committee | NASAE representative selected from the active membership at the annual business meeting. Non-regional.<br>4/2025-3/2028 (DeJong, SD)   | Annual Meeting | 3 years |
| 9. The Council Board of Directors                                     | Membership           | NASAE representative selected from the active membership. Non-regional.<br>1/2022-12/2022 (Saldana, SC)<br>1/2023-12/2025 (Rowe, NY)   | Annual Meeting | 3 years |

|     |   |                 |  |         |         |
|-----|---|-----------------|--|---------|---------|
| 10. | Editing-Managing Board of The Agricultural Education Magazine                 | Vice Presidents | NASAE representative selected from the active membership at the annual business meeting. (Non-regional)<br>11/2019-10/2022 (Sheehan, MN)<br>11/2022-10/2025 (Jackson, TX)<br>11/2025-10/2028 | October | 3 years |
| 11. | Representatives on ad hoc committees of the National FFA or ACTE Ag. Division | President       | Selection from the active membership.  | Various | 1 year  |

|     |  |                            |  |         |        |
|-----|--|----------------------------|--|---------|--------|
| 12. | NASAE Nominating Committee               | Past President             | Committee meets to nominate officers and other positions and presents a report at the annual business meeting. | October | 1 year |
| 13. | NASAE Audit Committee                    | Treasurer                  | Committee meets to audit accounts and presents a report at the annual business meeting.                        | October | 1 year |
| 14. | NASAE Budget Committee                   | Treasurer                  | Committee meets to develop a budget and presents a report at the annual business meeting.                      | October | 1 year |
| 15. | NASAE Awards Committee                   | Secretary                  | Committee meets to review the applications and presents a report to the annual business meeting.               | October | 1 year |
| 16. | NASAE Professional Development Committee | President, President Elect | Committee meets to provide recommendations of professional development opportunities.                          | October | 1 Year |
| 17. | NASAE Minutes Committee                  | President, Secretary       | A representative from each region is identified to review and finalize annual meeting minutes.                 | Fall    | 1 Year |

## NASAE MEMBERS SERVING ON BOARDS/COMMITTEE

### NASAE Officers

|                                |                   |                             |
|--------------------------------|-------------------|-----------------------------|
| President                      | 10/2024 – 10/2025 | Erin Noble, New Jersey      |
| President-Elect                | 10/2024 – 10/2025 | Bethany Matos, Arizona      |
| Past President                 | 10/2024 – 10/2025 | Scott Johnson, Iowa         |
| Secretary                      | 10/2024-10/2027   | Lee Letsch, Oregon          |
| Treasurer                      | 10/2023 – 10/2026 | Andy Seibel, Virginia       |
| Central Region Vice President  | 10/2024 – 10/2026 | Trevor Lucas, Oklahoma      |
| Eastern Region Vice President  | 10/2023 – 10/2025 | Mindy Bunselmeyer, Illinois |
| Southern Region Vice President | 10/2023 – 10/2025 | Cade LeJeune, Louisiana     |
| Western Region Vice President  | 10/2024 – 10/2026 | Russell Walter, New Mexico  |

### FFA Board of Directors

|                 |                  |                               |
|-----------------|------------------|-------------------------------|
| Eastern Region  | 1/2024 - 12/2026 | Mike Brammer, Pennsylvania    |
| Western Region  | 1/2022 - 12/2024 | Charles Parker, California    |
| Central Region  | 1/2023-12/2025   | Keith Dietzschold, Missouri   |
| Southern Region | 1/2024 – 12/2026 | Gordon Eichelberger, Arkansas |

### National FFA Foundation Board of Trustees

|                |                  |                    |
|----------------|------------------|--------------------|
| Western Region | 1/2021 - 12/2025 | Lee Letsch, Oregon |
|----------------|------------------|--------------------|

|                |                 |                       |
|----------------|-----------------|-----------------------|
| Eastern Region | 1/2022- 12/2028 | Andy Seibel, Virginia |
|----------------|-----------------|-----------------------|

**National Young Farmers Board of Directors Representative**

|              |                  |                       |
|--------------|------------------|-----------------------|
| Non-Regional | 1/2022 – 12/2023 | Tammy Glascock, Texas |
| Non-Regional | 1/2024 – 12/2025 | Tammy Glascock, Texas |

**Professional Agricultural Student Organization (PAS) Board of Directors Representative**

|              |                 |                        |
|--------------|-----------------|------------------------|
| Non-Regional | 4/2022 – 3/2025 | Lavyne Rada, Minnesota |
| Non-Regional | 4/2025-3/2028   |                        |

**The Council Board of Directors**

|              |                  |                      |
|--------------|------------------|----------------------|
| Non-Regional | 1/2023 - 12/2025 | Catie Rowe, New York |
|--------------|------------------|----------------------|

**Editing-Managing Board, The Agricultural Education Magazine Representative**

|              |                   |                             |
|--------------|-------------------|-----------------------------|
| Non-Regional | 11/2022 - 10/2025 | Ms. Jennifer Jackson, Texas |
|--------------|-------------------|-----------------------------|

**ACTE Board of Directors - Agricultural Education Division Vice President:**

**(Also is a member of the National Council for Agricultural Education)**

**Three-Year Term that Rotates between AAAE, NASAE & NAAE. Also serves as a member of the Council.**

|       |                 |                        |
|-------|-----------------|------------------------|
| AAAE  | 7/2021 - 6/2024 | Robert Torres, Arizona |
| NASAE | 7/2024 - 6/2027 | Lavyn Rada, Minnesota  |
| NAAE  | 7/2027 - 6/2030 |                        |

**Adult Consultants to the Nominating Committee**

**Contact: National FFA Organization**

|              |                  |  |
|--------------|------------------|--|
| Non-Regional | 1/2023 - 12/2025 | AAAE, Teacher Educator                         |
| Non-Regional | 1/2024 - 12/2026 | NASAE, Executive Secretary, Juleah Tolosky, NY |
| Non-Regional | 1/2025 - 12/2027 | NASAE, FFA Advisor, Alan Spencer, IA           |
| Non-Regional | 1/2026 - 12/2028 | AAAE, Teacher Educator                         |
| Non-Regional | 1/2027 - 12/2029 | NASAE, Executive Secretary                     |

**National FFA Alumni and Supporters Advisory Committee**

|                 |                  |                             |
|-----------------|------------------|-----------------------------|
| Eastern Region  | 1/2023 - 12/2025 | Debra McCluskey, New Jersey |
| Western Region  | 1/2026 - 12/2028 |                             |
| Central Region  | 1/2029 – 12/2031 |                             |
| Southern Region | 1/2032-12/2034   |                             |

When member representative positions are open due to an NASAE member leaving their region or employment, it should be the region that was represented that identifies an individual to complete the term of representation.



## **Boards/Committees on which NASAE Members Serve**

### **National FFA Board of Directors**

A Memorandum of Understanding with the United State Department of Education is in place regarding the National FFA Board of Directors.

Four state supervisors, one from each region, shall serve three-year terms on the National FFA Board of Directors.

Travel, lodging and meal expenses incurred by these individuals while performing responsibilities of the board will be paid by the National FFA Organization.

### **National FFA Foundation Board of Trustees**

Two NASAE Representatives acting as State Supervisors or a similar role will serve on the National FFA Foundation Board of Trustees. As prescribed in the National FFA Foundation Bylaws the NASAE representative shall be currently serving or shall have previously served on the NASAE Executive Committee – Article 1, Item 1b3 of the Foundation Bylaws.

Travel, lodging and meal expenses incurred by these individuals while performing responsibilities of the board will be paid by the National FFA Foundation.

### **Other Board/Committee Appointments**

NASAE shall appoint members onto other Boards/Committees as requested, provided the purpose of the requesting organization is consistent with the mission of NASAE. The expenses of those members to serve on said boards/committees shall be the responsibility of the organization requesting NASAE representation.

## **NASAE Committee Descriptions**

Each of the committees below is chaired by a current officer of NASAE and meets at the NASAE Annual Meeting in October. Representation from each region is highly recommended. Members can volunteer to serve on any of the committee listed below. Members may also be appointed by the NASAE President, if more committee members are needed to complete the business of each listed below and to provide uniform representation amongst the regions.

### **Nominating Committee**

The purpose of the NASAE Nominating Committee is to nominate officers and other positions for the organization on an annual basis. The NASAE Past President serves as chair of this committee. The chair of this committee must solicit candidates for President-Elect and the entire nominating committee will interview those candidates for the final selection process at the NASAE Annual Meeting. In addition to slating a President-Elect, the Nominating Committee will consider candidates for the positions of Secretary and Treasurer which must be re-elected annually but may serve multiple terms. Other position nominations may be provided by the nominating committee, if necessary, however, most all other positions are filled by the represented regions to maintain proper rotation and term limits.

## **Audit**

The purpose of the NASAE Audit Committee is to review accounts, assist in the supervision of internal operations, and review the financial reporting and disclosure process for the NASAE organization. They are to review that all accounting guidelines are followed and the financial status of the organization is in compliance with all rules and regulations. The audit committee can make recommendations for changes needed in accounting procedures or updates in financial records keeping.

## **Budget**

The purpose of the NASAE Budget Committee is to develop annual budget recommendations in order that the NASAE organization can fulfill its mission and conduct the activities of the organization while maintaining secure financial standing. This committee presents a report at the annual business meeting.

## **Awards**

The purpose of this committee is to review the applications submitted on an annual basis to select NASAE Outstanding members. It is recommended that the chair of this committee promote this award amongst NASAE members in order to assist in obtaining qualified applicants. The NASAE Outstanding New Member, Outstanding Executive Secretary, Outstanding Member/State Supervisor, Outstanding State Staff, and State Innovation awards are presented at the annual NASAE Awards Banquet.

## **Professional Development**

The purpose of the NASAE Professional Development Committee is to provide recommendations of professional development opportunities for NASAE members. NASAE is much more than one annual meeting. More professional development opportunities need to be made available to members (i.e. online, at current events, ideas for Annual Meeting, etc.) and the charge of this committee is to develop ideas and recommendations on how to most effectively provide these opportunities to NASAE members. The President-Elect chairs this committee at the NASAE Annual Meeting and works with the committee to make recommendations to include in the Program of Work..

## **Minutes**

The purpose of this committee is to review and finalize conference minutes in a timely fashion. The committee will include representatives from each region to assure region minutes are complete and committee chairs may be responsible for reviewing their reports within a month of the conference in order to assure accurate evaluation of annual meeting records.