



Epsilon Sigma Phi

Your Key to Professional Excellence

## ESP Representative to the Journal of Extension (JOE) Board of Directors

### Role and Responsibilities of the Board Position

The Epsilon Sigma Phi representative on the JOE Board agrees to:

- Be familiar with <http://www.joe.org>, especially the Board of Directors, Board Bylaws, and National Job Bank ( I just moved this up the line relative to importance)
- Attend and participate in all JOE Board meetings (two (2) face-to-face & four (4) conference calls. Face-to-Face meetings are two-days. The ESP representative on the JOE board is responsible for covering all but \$1500 in transportation costs required to attend face-to-face JOE Board meetings.
- Participate on at least one JOE Board subcommittee
- Read JOE Board minutes and handouts prior to meetings and come to meetings prepared
- Suggest agenda items when appropriate
- Report on activities of ESP at JOE Board meetings.
- Solicit input from ESP and communicate member and board ideas, concerns and input back to the JOE Board
- Report monthly to the ESP Board (through zoom board meetings) plus submit a written monthly report which is to be posted on the ESP Google Drive no later than the first Monday of each month.
- Solicit ideas and input regarding *JOE* and the National Job Bank from the ESP Board and membership
- Use promotional materials (handouts, display) at organizational conferences or meetings
- Look for opportunities for *JOE* presentations at ESP organizational conferences or meetings

- Look for opportunities to include *JOE* and Job Bank information in conference or meeting packets
- Prepare written *JOE* representative annual full and summary reports for ESP annual conference
- Submit articles on *JOE* and the National Job Bank to the ESP Connection Newsletter
- Remind ESP members how they can sign up to automatically receive each issue of *JOE*
- Recruit ESP members to be considered for appointment as peer reviewers of *JOE* articles.
- Serve a three (3) year term on the *JOE* Board of Directors

**Application for**  
**Journal of Extension Editorial Board Position for ESP**

ESP members who are interested in serving on the *Journal of Extension* Editorial Board should provide the following information using the form below. Applications must be submitted on the ESP Website ( [Http://Espnational.org](http://Espnational.org) ) by November 30, 2107.