

TABLE OF CONTENTS

Logo Page – IAHCE Guidebook	
Attention Guidebook Page	
Table of Contents	
Preface to IAHCE Guidebook	
Preface ii IAHCE State Board Responsibilities	
IAHCE Officers (2 pages with officer's term after name)	1 – 2
District Map/List of Counties by District	
COUNTY GUIDELINES	
COUNTY LEADERSHIP AND FORMS	
General Responsibilities	3 – 4
County President Job Description	5 – 6
County First Vice President Job Description	7 – 9
County Second Vice President Job Description and Forms	10 – 16
County Secretary Job Description and Forms	17 – 19
County Treasurer Job Description and Forms	20 – 23
County Cultural Enrichment Director Job Description and Forms	24 – 29
County Family and Community Issues Director Job Description and Forms	30 – 32
County International Director Job Description and Forms (includes ACWW Form)	33 – 36
County Public Relations Director Job Description and Forms	37 – 40
County Certified Volunteer Hours (CVH) Director Job Description and Forms	41 – 47
County Special Activity Chairman Job Description	48
County Ways and Means Chairman Job Description	49
IAHCE AWARD GUIDELINES AND FORMS	
President County of the Year Application	50 – 52
Education/Membership Awards	53 – 57
IAHCE OTHER GUIDELINES AND FORMS	
State Board Application	58 – 60
Scholarship Applications (IAHCE and Ruth B. Sayre)	61 – 65
Support Fund Advisory Committee and Application (includes Memorial Fund)	66 – 72
Sales Order Form	73
IAHCE Report of Projects	74 – 75
County HCE 2 nd Vice President Monthly Membership Report	76
DATES FOR FUTURE REFERENCE	77 – 78
UPDATES/ADDITIONS TO GUIDEBOOK	
IAHCE HANDBOOK – TITLE PAGE	
Emblem/Logo/AIM	2
History	3
Dates of County Organizations	4
Past Presidents	5
Affiliations	6 – 7
University of Illinois Extension	8 – 11
Historical Content	12
IAHCE BYLAWS	1 – 16
IAHCE STANDING RULES	1 – 3
POLICIES	1 – 3