

**COUNTY**

**LEADERSHIP ROLES**

**ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**

**BOARD AND MEMBERS**

**GENERAL RESPONSIBILITIES**  
**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**  
**COUNTY BOARD MEMBERS**

Need to be familiar with:

- County University of Illinois Extension Council Structure
- County University of Illinois Extension program and plan of work
- County Home and Community Education constitution, Bylaws, and policies
- IAHCE Guidebook
- County IAHCE Board's agreement with University of Illinois Extension

Work together to:

- Clarify duties of Board members
- Transact general and specific business
- Formulate, approve and record policies
- Select standing and special committees
- Secure and accept programs of action of the Association
- Promote the maintenance and growth of the membership
- Approve the trust agreement with University of Illinois Extension
- Give leadership to unit officers and committee chairmen.

Work with the Unit Leader, Community Leader, Unit Assistant, Extension Council and Committees to:

- Identify needs of all families in the county
- Determine appropriate delivery systems
- Attend Board meetings (let President know if you can't attend)
- Plan Annual Meeting
- Promote IAHCE
- Promote membership
- Plan and hold Officer's Training School
- Turn in bills for approval for telephone and supplies
- Attend County Activities of HCE
- Attend IAHCE District Workshops
- Try to attend the Annual Conference

**ASSOCIATION FOR COUNTY HOME AND COMMUNITY EDUCATION**

The county Association for Home and Community Education is composed of individuals that participate as unit members or in other county programs and activities of the association. Types of membership and dues are determined by the county. Membership is open to any individual irrespective of race, color national origin, sex, creed, familial status or physically/mentally challenged.

Programs and activities of the County Associations are planned and developed by the Board and Committees of the Association.

Objectives of the County Association for Home and Community Education Association:

- To bind together the unit and individual members within the county.
- To supplement the work of the University of Illinois Extension in home economics and family relationships.
- To promote the well-being of the individual and the family.
- To bring about a better understanding of the relationship of the home, community, state, and nation.
- To speak for and further the interests of homemakers.

**SUGGESTED OFFICERS, DIRECTORS AND CHAIRMEN:**

- Officers:
- President- - - - - Administration
  - First Vice-President- - - - - Program Chairman
  - Second Vice-President- - - - - Membership Chairman
  - Secretary- - - - - Recorder
  - Treasurer (may include  
Ways and Means)- - - - - Finance/Budget Chairman

- Directors:
- Cultural Enrichment** (Cultural Arts, Heritage Skills, Creative Writing, and Textiles and Clothing)
  - Family & Community Issues** (Family Living, Health, Food and Nutrition and Citizenship)
  - International**
  - Public Relations**

Other Chairmen: As per your Bylaws

## **PRESIDENT OF COUNTY HOME AND COMMUNITY EDUCATION**

1. Serve as chairman of the Executive Committee of the Board, of which the other four officers are members.
2. Call meetings of the Executive Committee.
3. Presides at county meetings of the Association for Home and Community Education Board meetings, Advisory Committee (composed of all Unit Chairmen) and other called meetings. (Includes Annual Meeting and Officer's Training.)
4. Plans agenda for:
  - Regular and special board meetings
  - Scheduled and called meetings of the Advisory Committee
  - Annual business meeting of the membership
  - Makes up a "month by month" agenda calendar
5. Delegates authority but maintains necessary responsibilities.
6. Appoints committees not provided for in the bylaws with the approval of the board.
7. Serves as ex-officio member of all committees except the nominating committee.
8. Plans training meetings of the county and unit officers with the county HCE board. May invite the IAHCE District Director to assist. Works closely with the State President of IAHCE.
9. Keeps unit members informed of county, state, national, and international meetings.
10. Uses parliamentary procedure in conducting meetings.
11. Studies and uses the Illinois Association for Home and Community Education Handbook (consists of the Bylaws, Standing Rules and the Policies), and the IAHCE Guidebook.
12. Does follow-up work between meetings with county officers and committee chairmen, and helps members understand their responsibilities.
13. Keeps a file of useful information and resource materials.
14. Attends IAHCE District Workshop and IAHCE Annual Conference.
15. Encourages the use of IAHCE Report Forms by board members following programs or activities.
16. Gives and explains materials to their successor at the end of their term.

## **FIRST VICE PRESIDENT OF COUNTY HOME AND COMMUNITY EDUCATION**

1. Performs duties of President if she (he) is absent.
2. Is a member of the Executive Committee.
3. Serves as HCE Education Committee Chairman. The Education Committee is made up of all the HCE Board Program Directors, the First-Vice President is an ex-officio member of each sub-committee.
4. May serve as a member of the University of Illinois Extension Council.
5. Works to develop a calendar for program planning.
6. Holds as many program meetings as necessary to help:
  - develop program policies
  - analyze situation and identify problems or needs
  - determine objectives, methods and evaluation
  - complete program calendar
  - plan new major lessons and special lessons
7. Helps HCE program committees relate their programs to the problems identified by the University of Illinois Extension Council when appropriate, and assists these committees in coordinating the HCE program with the IAHCE program.
8. Presents committee's recommendation to the HCE Board for approval before proceeding with planning. (All committees make recommendations to the HCE Board. Decisions are made by the entire Board, not by committees.)
9. Attends IAHCE District Workshop and the IAHCE Annual Conference. Works closely with State First Vice-President.
10. Maintain the IAHCE Guidebook and use it regularly as a reference for programs. Uses IAHCE Education Committee Director's "packets" for program ideas.
11. Sends out letters to Unit First Vice Presidents with program survey suggestion and lesson sign-up sheets. May invite Unit First Vice Presidents, Education Committee and county directors to program planning meeting after survey completion.
12. Works with committee to compile program book so it is ready for the printer.  
(Obtains bids for booklet.)
13. Keeps a file of useful information and resource materials.
14. Gives and explains materials to successor at end of term.

**EDUCATION COMMITTEE INCLUDES:** First Vice President of each Unit and County HCE Board Education Committee. (optional make-up)

**SECOND VICE PRESIDENT OF COUNTY HOME AND COMMUNITY  
EDUCATION**

1. Is a member of the Executive Committee.
2. Serves as chairman of the county membership committee.\*
3. Assists the county membership committee in reviewing the “County Membership Bylaws, Policies, and Procedures” and in planning a calendar of activities to use in reaching membership goals.
4. Works with Unit Second Vice Presidents and other membership workers to:
  - train membership workers
  - check on progress toward membership goals
  - develop future membership plans
  - plan recognition for new members
5. Prepares membership records once a year based on the December 31<sup>st</sup> membership and sends reports by January 5<sup>th</sup> to the IAHCE District Director.
6. Sends in the Affirmative Action Report.
7. Works with County Treasurer in compiling membership report so that this number matches the Treasurer’s figures – thus making out the correct check for the state dues.
8. May invite the IAHCE District Director to the county to help with membership plan by:
  - helping to plan a campaign
  - training Unit Second Vice Presidents
  - helping to plan a calendar of work
  - speaking at promotion or recognition meetings
9. Reports recommendations of the membership committee to the board for approval before proceeding with plans.
10. Keeps file of useful information and resource materials.
11. Attends IAHCE District Workshop and IAHCE Annual Conference. Works closely with State Second Vice President.
12. In charge of membership awards and new member recognition.
13. Helps organize new units.
14. Transfers/explains material to the successor at end of term.

\*County Membership Committee: Unit Second Vice Presidents

**SECRETARY OF COUNTY HOME AND COMMUNITY EDUCATION**

1. Is a member of the Executive Committee.
2. Assists HCE President in planning and arranging for meetings.
3. Records minutes of HCE Board, Advisory Committee, Annual and Special Meetings.
4. Prepares and reads minutes.
5. Attaches financial, membership and other reports to the minutes.
6. Maintains in the secretary's book a list of the HCE policies: general, financial and membership.
7. Provides board members with a current list of policies.
8. Knows where the important records and papers are kept.
9. Writes letters pertaining to HCE Board business.
10. Reads correspondence at meetings.
11. Maintains communication with unit secretaries.
12. Keeps a file of useful information.
13. Is encouraged to attend IAHCE District Workshop and Annual Conference.
14. Mails updated list of county officers – including name, address, phone number and date their term expires - to State Secretary and their District Director as soon after county Annual Meeting as possible.
15. Keeps a record of board attendance.
16. Gives and explains material to successor.

## **TREASURER OF COUNTY HOME AND COMMUNITY EDUCATION**

1. Is chairman of the Finance/Budget Committee and meets with committee as often as necessary to make financial decisions/reports.
2. Give such bond as board may direct. Bond is to be paid by HCE.
3. Develops a plan for keeping accurate records of receipts and disbursements. Keeps HCE account book and a file of all financial records.
4. Serves as a member of the Executive Committee.
5. Reports recommendations of the Finance/Budget Committee to the HCE Board for approval before proceeding with plans.
6. Prepares a proposed budget with the assistance of the Budget Committee for approval by the membership.
7. Presents bills, with necessary explanation, for approval by the HCE Board. Writes checks for bills incurred on order of the Board.
8. Reconciles bank balance with check book and ledger balance.
9. Prepares a monthly financial statement for Board meetings. Prepares an annual financial statement and presents it to the membership at the Annual Meeting.
10. Makes arrangements to have books audited and gives auditor's report to the HCE Board. Report to be presented to membership for approval.
11. Files necessary papers of incorporation as a non-profit organization and pays the filing fee as required by the State of Illinois. (October)
12. Sends county contributions for the University of Illinois Trust Fund in accordance with the agreement. Mails IAHCE dues based on December 31<sup>st</sup> membership figure by January 15<sup>th</sup> each year to IAHCE Treasurer. Sends in Pennies for Friendship and other special funds to IAHCE Treasurer by November 20. Sends all sales tax is applicable to the State of Illinois Department of Revenue.
13. Collects all money in the county. (Unit Second Vice President may collect dues and have the Unit Treasurer write one check for all the dues or other board approved procedures.)
14. Is encouraged to attend IAHCE District Workshop and Annual Conference. Works closely with IAHCE Treasurer.
15. Gives/explains materials to successor.

(FINANCE COMMITTEE MAKE-UP IS OPTIONAL. It may include Executive Committee Members, Special Activities Chairman, and Ways & Means Chairman – if not the Treasurer.)



**CULTURAL ENRICHMENT DIRECTOR OF COUNTY HCE**

(Cultural Arts, Heritage Skills, Creative Writing and Textiles & Clothing)

1. Is a member of the Education Committee of which the First Vice President is chairman.
2. With the help of the Education Committee, decides how Cultural Arts, Heritage Skills, Creative Writing and Textiles & Clothing will be included in the county program – major lesson, special feature, chairman reports or special program.
3. Reports recommendations of the committee to the HCE Board for approval before proceeding with planning.
4. Conducts training meeting for Unit Cultural Enrichment Chairmen.
5. Works closely with State Cultural Enrichment Director to implement state programs.
6. Reports correspondence from the State Cultural Enrichment Director to the county committee and/or the HCE Board for consideration and action.
7. Attends IAHCE District Workshop and Annual Conference.
8. Makes use of material received at IAHCE District Workshop and other workshops for county programs. State Director can serve as a resource person for both County and Unit Chairmen.
9. Establishes new learning opportunities to acquaint county members with all of the areas of Cultural Enrichment, keeping the Education Committee program of action related to the IAHCE programs of action focus.
10. Keeps Unit members informed about the Cultural Enrichment programs, providing information for use at unit meetings.
11. Sends IAHCE Report Forms to the State Cultural Enrichment Director, reporting outstanding county-wide programs.
12. Keeps a file of useful information and resource materials and current “packet” from State Cultural Enrichment Director.
13. Encourages member participation in Community Arts Programs and inter-organizational cooperation in the Arts.
14. Shares artistic skills with all persons.

**CULTURAL ENRICHMENT DIRECTOR OF COUNTY HCE**

(Cultural Arts, Heritage Skills, Creative Writing and Textiles & Clothing)

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15. Reads IAHCE NEWSLETTER for additional information. Uses the IAHCE Guidebook as a reference.
16. Conducts Cultural Enrichment contest at county level and takes charge of winning entries for state display at Annual Conference.
17. Gives and explains material and “packet” to successor.

**FAMILY AND COMMUNITY ISSUES DIRECTOR OF COUNTY HCE**  
(Family Living, Family Health, Food & Nutrition, Citizenship)

1. Is a member of the Education Committee, of which the First Vice President is chairman.
2. With the help of the Education Committee, decide how Family Living, Health, Food & Nutrition, Citizenship, and 4-H and Youth will be included in the county program - major lesson, special feature, chairman reports, or as a special activity.
3. Reports recommendations of committee to the HCE Board for approval before proceeding with plans.
4. Serves as a resource person for Unit Chairmen.
5. Assumes responsibility for the flag and leads the pledge.
6. Works closely with the State Family and Community Issues Director to implement State Programs in the County.
7. Attends IAHCE District Workshop and Annual Conference.
8. Reports correspondence from State Family and Community Issues Director to the county Committee and/or the HCE Board for consideration and action.
9. Makes requests to the State Director of these program areas for materials needed for the county program.
10. Conducts training meeting for Unit Chair of Family and Community Issues and 4-H and Youth Chairmen.
11. Sends IAHCE Report Forms to the State Family and Community Issues Director to report on outstanding county-wide programs in this area by January 31.
12. Keeps a file of useful information resource material and the current "packet" from the State Family and Community Issues Director.
13. Reads IAHCE NEWSLETTER for additional information. Uses the IAHCE Guidebook as a reference.
14. May work with the University of Illinois Extension Community Worker or Unit Director who is primarily responsible for the 4-H and Youth Program in identifying needs and to implement the 4-H Program.
15. Takes charge of "Great American Family" award competition at county level. Forwards winning entry to State Family & Community Issues Director by January 21.
16. Gives and explains program materials and packet to successor.

**FAMILY AND COMMUNITY ISSUES DIRECTOR OF COUNTY HCE**

(Family Living, Family Health, Food & Nutrition, Citizenship)

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**Goal:** To increase the Young Family membership while meeting the needs of this particular audience.

- A. Identifies the needs of Young Family Issues within the county, then plans programs to meet the needs through major lessons, special feature lessons or special interest activities.
- B. Provides information of special interest regarding Young Family Issues through county newsletter articles.
- C. Works with County Second Vice President to increase Young Family membership in the organization.

**INTERNATIONAL DIRECTOR OF COUNTY HCE**

1. Is a member of the Education Committee of which the First Vice President is chairman.
2. With the help of the Education Committee, decides how the International Program will be included in the county program, major lesson, special feature, chairman reports or special reports.
3. Reports recommendations of the committee to the HCE Board for approval before proceeding with planning.
4. Conducts training meeting for Unit International Chairmen.
5. Works closely with the State International Director to implement state programs.
6. Reports correspondence from the State International Director to the county committee and/or the HCE Board for consideration.
7. Attends IAHCE District Workshop and Annual Conference.
8. Makes use of materials received at IAHCE District Workshop and other workshops for county program. State Director can serve as a resource person for both County and Unit chairmen.
9. Establishes new learning opportunities to acquaint county members with all the areas of the International Program, keeping the Education Committee program of action related to the IAHCE programs of action focus.
10. Keeps Unit members informed about the International programs, providing information for use at Unit meetings.
11. Sends IAHCE Report Forms to the State International Director, reporting outstanding county-wide programs.
12. Keeps a file of useful information and resource materials and the current "packet" from State International Director.
13. Encourages member participation in community international programs and inter-organizational cooperation in the international program.
14. Applies for mini-stipend for international programs.
15. Reads IAHCE NEWSLETTER for additional information. Uses the IAHCE Guidebook as a reference.

**INTERNATIONAL DIRECTOR OF COUNTY HCE**

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16. Makes Units aware of Homemaker Exchange Program, “Pennies for Friendship”, Associated Country Women of the World and Country Women’s Council Programs and other special International Projects.
17. Gives and explains program material and “packet” to successor.

**PUBLIC RELATIONS DIRECTOR OF COUNTY HCE**

1. Is a member of the county Membership and Education committees.
2. Serves as an ex-officio member of all important committees to gain publicity information.
3. Writes all the news of the County Association for local newspapers, radio and TV stations.
4. Compiles the County Historical Book, or assists the Historian.
5. Trains Unit Public Relations chairman. To do this, the person should:
  - Become acquainted with local news media personnel to learn the type of news each prefers and can use.
  - Attend State Public Relations Workshops.
  - Use the IAHCE Guidebook Programs for reference.
6. Sends reports of county activities to the IAHCE NEWSLETTER to the IAHCE Newsletter Editor when requested.
7. Promote subscriptions to the IAHCE NEWSLETTER and (ACWW) COUNTRYWOMAN. Set up subscription table at all county functions.
8. Send all subscriptions to the IAHCE Subscription Chairman. Keeps County Board subscriptions updated after Annual Meeting elections. (If paid by County HCE).
9. Keep a list of subscribers to these publications and report changes of address. Remind subscribers to renew.
10. Encourage county participation in state publicity contests.
11. Send annual Public Relations report on IAHCE Report Form to the IAHCE Public Relations Director.
12. Keeps a file of useful information and the current "packet" from the State Public Relations Director.
13. Publishes guidelines for IAHCE Scholarships yearly in county newsletters.
14. HCE Week Chairman
15. Works closely with the State Public Relations Director to implement state-wide programs.
16. Attends IAHCE District Workshop and Annual Conference.
17. Gives and explains program materials and "packet" to successor.
18. Reads IAHCE NEWSLETTER for additional information. Uses the IAHCE Guidebook as a reference.

**SPECIAL ACTIVITY CHAIRMAN OF COUNTY HCE**

(Optional position – can be non-board position)

1. Acts as chairman of Special Events and other special money-making projects.
2. With help of the Education Committee, determines special activities that are needed in the county program. The number of special activities (such as recreational events, tour, homemakers camp, etc.) will determine the number of committee members needed.
3. Discusses special activities with the HCE President.
4. Reports recommendations of the special activity committee to the HCE Board for approval before proceeding with plans.
5. Assumes responsibility for facilities and arrangements for the special activities.
6. Keeps a file of useful information pertaining to special activities in the county.
7. Keeps Public Relations Chairman informed of activities and the role that she (he) will play in the advertising of such events.
8. Gives and explains material to successor.



**CERTIFIED VOLUNTEER HOURS (CVH) DIRECTOR FOR COUNTY HOME  
AND COMMUNITY EDUCATION**

1. Is a member of the Membership Committee of which the Second Vice President is chairman.
2. Attends the IAHCE District Workshop and IAHCE Annual Conference.
3. Encourages member participation in Volunteer activities.
4. Helps members to recognize their personal growth in volunteer skills.
5. To promote Countywide volunteering.
6. To show members the valuable and essential services rendered by volunteers.
7. To encourage the members to understand the CVH program.
8. To encourage them to keep track of their hours.
9. To help Unit CVH officer to teach members how to fill out individual CVH Summary.
10. To fill out County Summary Sheet and send to IAHCE CVH Director.
11. Transfer and explain material to the successor at end of term.

**WAYS AND MEANS CHAIRMAN FOR COUNTY HOME AND  
COMMUNITY EDUCATION**

1. Is in charge of County HCE fundraising projects.
2. Is a member of the Finance/Budget committee.
3. Works with the County HCE Treasurer.
4. Reports recommendations to the Finance/Budget Committee and the HCE Board for approval before proceeding with plans.
5. Prepares a proposed budget for each project with the assistance of the Budget Committee.
6. Presents bills, with necessary explanation, for approval by the HCE Board.
7. Prepares a financial statement for Board meetings while fundraising is in progress. This becomes property of the County HCE Treasurer.
8. Gives and explains materials to successor.

(FINANCE COMMITTEE MAKE-UP IS OPTIONAL – but may include Executive Committee Members, Special Activities Chairman & Ways & Means Chairman – if not the Treasurer.)