

GUIDELINES FOR COUNTY PRESIDENTS

Below are listed some suggestions that may help facilitate your job as county president of HCE. As the need and resources of each county organization are different, these guidelines are meant only to aid your planning.

1. Your County Board should have a booklet entitled COUNTY LEADERSHIP ROLES - - Association for Home and Community Education Board and Members - - located at the back of this Guidebook.
2. Read all of your county Constitution and By-laws before your first meeting.
3. Soon after taking office, make an appointment for you and/or the executive committee to meet with your University of Illinois Extension Unit Leader and agree upon responsibilities. These may be written down with a copy to both parties. At this time you may discuss the HCE donation to the University of Illinois Extension Trust Fund. Materials for lessons prepared by the University of Illinois Extension Educators are not paid for by HCE. If a big job is planned, (i.e., the Annual Meeting booklet), allow plenty of time if the Unit office copy machine is to be used.
4. Remember, your University of Illinois Extension Unit Leader works with many groups in the community. Her/his major responsibility is to provide expertise in the area of programs and in leadership training to all people in the area. Do not ask staff to perform routine tasks that can be handled by your board members.
5. At your first board meeting, discuss the frequency of board meetings and time/dates. If you meet bi-monthly, set up a "calling tree" to contact your board if action needs to be taken before your next regular meeting.
6. Mail out the minutes of the previous meeting with the next meeting's agenda so members will be reminded of their assignments. Absent members will also be updated.
7. Use "motion forms". The maker of each motion writes it down and gives it to the secretary for easy recording. Contact the IAHCE Secretary if you would like a copy.
8. Consider having board members bring a brief written report to each meeting. If time is short, these can be given to the secretary to include in the minutes – or to the President for review.
9. Try preparing a month-by-month "Do Sheet" for your Unit Chairmen and First Vice Chairmen. This can be a size that may be stapled into their program booklets and should include important county and state HCE dates.
10. You and your board members will also benefit from a month-by-month sheet which will include dates, duties, and deadlines for each board member. Check with the board members and IAHCE Directors about items to include.

GUIDELINES FOR COUNTY PRESIDENTS

Page 2

11. Use the Guidebook. It has all the necessary forms and instructions concerning IAHCE activities and business.
12. Suggest that your new nominees for board positions attend IAHCE Annual Conference or District Workshop—whichever time of the year seems appropriate.
13. As President, you should look at all District Workshop and Annual Conference packets. Ask board members to bring them to your next board meeting and hold a show and tell display. You may not be using this material until Spring when you are planning your program for the following year—but some items should be used immediately.
14. Remind officers about sending in their **IAHCE REPORT FORMS AS SOON AS POSSIBLE**. Hold a short training session on “how to fill them out”. Refer to the special section on “Suggestions on Filling Out An IAHCE Report” in the Guidebook.
15. Try to hold your officers’ training school either following the District Workshop or after Annual Conference, so that you will have “up-to-date” information to share with county unit officers.
16. Consider asking your IAHCE District Director for help in officer training/marketing our organization.
17. Stress the importance of building upon programs and carrying programs beyond one year.
18. Consider dropping programs in areas where there is no longer a need, purpose, or interest in that program.
19. Encourage Education Committee Directors to work together on projects or educational programs, thus making a greater impact within the organization and the community.
20. Coordinate the distribution of program materials to save time and postage for your organization.

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

COUNTY OF THE YEAR APPLICATION

January 1 through December 31, _____

COUNTY: _____ DISTRICT: _____

COUNTY CONTACT PERSON: _____

ADDRESS: _____ CITY _____ ZIP _____

PHONE: _____ e-MAIL _____

CRITERIA TO BE COMPLETED WITH DOCUMENTATION FOR EACH!

1. _____ 20 points Per event the county uses the current IAHCE theme. (Type or write in current year theme) _____
2. _____ 100 points For **every** educational lesson (major/minor) presented in the county. (Minor lesson must be at least a page in length.) (Attach a copy of the title page.)
3. _____ 50 points For **each** article submitted to the IAHCE Newsletter. (Verified by Editor.)
4. _____ 20 points For **each** new IAHCE Newsletter subscription in your county. (Verified by Editor.)
5. _____ 100 points (max) Joined with another county or counties in planning and presenting a lesson or event.
6. _____ 20 points For **each** new member from January 1—December 31. (Verified on membership form sent to your District Director.)
7. _____ 100 points Year-end membership report postmarked to District Director by January 5th. (Verified)
8. _____ 50 points (max) If IAHCE President, District Director **or** other IAHCE officer officially visited your county this year, list officer _____
9. _____ 20 points For **each** non-member who attended county lessons. (Provide copy of sign-up sheet.)
10. _____ 100 points (max) Community, state **or** school project or activity that helped promote IAHCE.
11. _____ 100 points For **each** time worked with another community club **or** organization on a project. List organization & project. _____
12. _____ 50 points (max) For a presenter who spoke on an IAHCE Country of Study.
13. _____ 100 points For **each** time worked with 4-H members on a special project or activity.
List all _____

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

COUNTY OF THE YEAR APPLICATION

Page 2

- 14. _____ 100 points State dues were collected and postmarked to treasurer by due date of January 15th. (Verified by State Treasurer.)
- 15. _____ 100 points (max) Held a special membership drive. (Provide proof of event.)
- 16. _____ 20 points For **each** member who attended an IAHCE District Workshop.
- 17. _____ 20 points For **each** member who attended the IAHCE Annual Conference.
- 18. _____ 100 points Collected Pennies for Friendship. (Postmarked to State Treasurer by Nov. 20th.)
- 19. _____ 100 points For **each** educational scholarship given to one attending a college, university or technical school.
- 20. _____ 100 points For **each** county member who attended NVON, CWC or ACWW. List names:

- 21. _____ 50 points For **each** county cultural enrichment activity. (See page 25 IAHCE Guidebook)
- 22. _____ 20 points For **each** county member who submitted a CVH form. (Verified by IAHCE CVH Director.)
- 23. _____ 100 points For **each** method of communications used. (e-mail, newsletter, Facebook, Twitter, Instagram, Pinterest or webpage) (list each used) (Max of 600 points.)

_____ **Total points submitted.**

County President: _____

County 1st Vice President _____

County 2nd Vice President _____

GUIDELINES FOR COUNTY OF THE YEAR APPLICATION

Information will be verified. Submit necessary proof if contacted by IAHCCE President after receipt of completed application.

Must be postmarked by January 31st to current IAHCCE President. See page 1 of Guidebook for address.

No limit on number of pages needed.

When answering #11, #13, #20 and #23, if additional space is needed you may use additional paper.

It is suggested it be sent by certified return receipt mail or signature confirmation.

Winner will be announced at the Tuesday Night Awards during Conference.