

GUIDELINES FOR COUNTY FIRST VICE PRESIDENTS

1. Perform duties of President if absent.
2. Is a member of the Executive Committee.
3. Serves as County HCE Education Committee Chairman. This committee is made up from all program directors (Cultural Enrichment, Family & Community Issues, International and Public Relations). First Vice is ex-officio member of each sub-committee.
4. May serve as a member of the University of Illinois Extension Council.
5. Works with the University of Illinois Extension Unit Leader and the HCE President to develop a calendar for program planning.
6. Holds as many Education Committee meetings as necessary to:
 - a. Assess the program needs of the county.
 - b. Try to incorporate state program issues.
7. Assists HCE Program Committee to relate their programs to the University of Illinois Extension Council.
8. Presents committee recommendation to the County HCE Board for approval before proceeding with planning. Decisions are made by entire Board, not by committee.
9. Attends District Workshop and IAHCE Annual Conference.
10. Works closely with State IAHCE First Vice President.
11. Uses IAHCE Guidebook and shares with the entire County HCE Board.
12. Sends out letters to Unit First Vice Presidents with program survey suggestions and lesson sign-up sheets. May invite Unit First Vice Presidents and County Education Directors to a program planning meeting after survey completion.
13. Works with office secretary (or does it) to compile program book so it is ready for the printer by _____. (Obtains bid.)
14. Keeps a file of useful information and resource materials.
15. Gives/explains materials to successor at the close of office term.

LESSON PLANNING TIMELINE
University of Illinois Extension
And
Illinois Association for Home and Community Education (IAHCE)

2018 Year

January - December 2018- FCS team will deliver IAHCE telenet lessons as listed on for January 2018 - December 2018 telenet lesson schedule.

March 2018 - 1st Vice President's Workshop at Annual Conference will chose the 2019 year lessons. The IAHCE Extension liaison and IAHCE State 1st Vice President lead the discussion and voting. Two topics that relate to each FCS team will be selected - a total of six.

April - May 2018 - The FCS team will agree or disagree to the topics selected. If a disagreement exists, the FCS team will propose a different topic and the IAHCE Extension liaison will bring it to the IAHCE State 1st Vice President for discussion

August 2018 - FCS team will send out telenet lesson schedule for January 2019 - December 2019 to be available at the IAHCE District Workshops held in August.

November - December 2018 - IAHCE State 1st Vice President gets input from County 1st Vice Presidents concerning next years (2020) lesson topics. Each county will submit up to three topic requests that relate to each team (Nutrition & Wellness, Family Life and Consumer Economics). Extension liaison will also get input for the next years (2021) lesson topics from FCS team.

EDUCATION COMMITTEE
COUNTY FIRST VICE PRESIDENT

Objective: To promote and implement the programs of Illinois Association for Home and Community Education.

To work in partnership with the University of Illinois Extension to develop leadership and education in all issues of the family at home and abroad.

Goals: To encourage each county Association for Home and Community Education to implement the state programs fitting their needs.

To develop county awareness of the resource materials available and the assistance in program planning.

The IAHCE Education Committee consists of the four Education Directors, with the First Vice President as Chairman. Three of these oversee educational programs: Cultural Enrichment, Family & Community Issues and International. The fourth Director oversees Public Relations and may serve as the IAHCE NEWSLETTER Editor and/or Subscription Chairman.

Education Awards are presented for outstanding county educational programs at the Annual Conference. Report Forms for Education Awards are due to the Education Directors by January 31 of each year.

Suggested Programs:

Family Issues
Environmental Issues
Global Issues
ACWW Triennial Resolutions