

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 (Community Outreach, Cultural Enrichment, Family Issues, International, Public Relations, Certified Volunteer Hours, etc.). 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)

2013-2014 Year

December 2012- FCS team will send out telenet lesson schedule for August 2013-December 2014

January-May 2013- FCS team will continue delivering current HCE telenet lessons as scheduled.

August 2013-December 2014- FCS team will deliver telenet lessons as listed on the August 2013-December 2014 lesson schedule.

March 2013- 1st Vice President's Workshop at Annual Conference will **NOT** pick out next year's lessons. These lessons will continue to be the above topics.

November 2013-January 2014- IAHCE State 1st Vice President gets input from local members concerning next years (2015) 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 next years (2015) lesson topics from FCS team.

March 2014- 1st Vice President's Workshop at Annual Conference will pick out 2015 year's lessons. The IAHCE Extension Liaison and IAHCE State 1st Vice President lead the discussion and voting. Two topics that relate to each team will be selected- a total of six.

April-May 2014- IAHCE Extension liaison will bring the topics that were picked at the State Annual Meeting to the FCS team. 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 IAHCE State First Vice President for discussion.

May-December 2014- FCS team will have 2015 year's lessons written and reviewed by December 1st.

August 2014- FCS team will send out telenet lesson schedule for January 2015-December 2015 in time for HCE units to put them in their program books.

2015 Year

January-December 2015- FCS team will deliver HCE Linc lessons as listed on the January 2015 - December 2015 Linc lesson schedule.

March 2015- 1st Vice President's Workshop at Annual Conference will pick out 2016 year's lessons. The IAHCE Extension Liaison and IHACE State 1st Vice President lead the discussion and voting. Two topics that relate to each team will be selected- a total of six.

April-May 2014 - IAHCE Extension topics that were picked at the State Annual Meeting to the FCS team. 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 IAHCE State First Vice President for discussion.

May-December 2015- FCS team will have 2016 year's lessons written and reviewed by December 1st.

August 2015- FCS team will send out telenet lesson schedule for January 2016-December 2016.

November 2015-January 2016- IAHCE State 1st Vice President gets input from local members concerning next years (2015) 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 next years (2015) lesson topics from FCS team.

Rev. 12/12/2012

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 six Education Directors, with the First Vice President as Chairman. Four of these oversee educational programs: Community Outreach, Cultural Enrichment, Family Issues, and International. The fifth Director oversees Public Relations and may serve as the IAHCE NEWSLETTER Editor and/or Subscription Chairman, the sixth serves as Certified Volunteer Hour director who keeps track of all the volunteer hours of all IAHCE members.

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

Resources available for mailing costs from IAHCE First Vice President – Address on page 1 of this Guidebook.