



POSITION DESCRIPTION:

KEHA Management and Safety Chairman

QUALIFICATIONS:

Any nominee for the KEHA state management and safety chairman must be a member of KEHA and must have served or be serving as an officer or educational program chairman of the county or area Extension homemaker association.

TERM OF OFFICE:

An elected state educational chairman shall serve for a term of three years, or until a successor is elected or appointed. No elected chairman shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

GENERAL PURPOSE:

Facilitate management and safety projects for the Kentucky Extension Homemakers Association.

SPECIFIC RESPONSIBILITIES:

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings
- Work with the 1st Vice President, UK Advisor for Management and Safety, and respective educational program committee to develop and implement the KEHA management and safety program of work
- Compile annual management and safety reports to KEHA
- Work with personnel from the Kentucky Cooperative Extension Service to develop and deliver educational programs related to management and safety issues
- Implement special projects that the KEHA Board of Directors recommends to meet identified needs
- Develop and implement, with approval from the KEHA Board of Directors, contests and awards related to the management and safety program of work
- Provide a written summary of management and safety reports at each fall KEHA Board of Directors meeting and an oral report regarding the program of work and contests at each spring KEHA Board of Directors meeting
- Maintain close communication with the area management and safety chairmen in each of KEHA's 14 areas
- Promote Family Development Management Program and Family Resource Management
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

MENTOR: KEHA President and University of Kentucky KEHA Advisor

NOTE: A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.