



Mapping
Our future

YOUR ROLE AS AREA PRESIDENT

- Represent the area on the KEHA Board of Directors
- Preside at all area meetings
- Give a brief report of the area activities at the KEHA Board of Directors' meetings and the area council meetings
- Attend at least one county annual meeting in each county of the area during your term



YOUR ROLE AS COUNTY PRESIDENT

- Preside at all county meetings
- Organized and call county council meetings
- Represent the county at area and state meetings
- Appoint committees as needed
- Make sure all county reports are submitted by set deadlines



YOUR ROLE AS CLUB PRESIDENT

- Preside at club meetings
- Represent the club at county council meetings, planning sessions and training meetings
- Report information back to your club
- Coordinate planning meetings for your club
- Submit club reports by set deadlines



YOUR ROLE AS AREA VICE PRESIDENT

- Attend all area meetings
- Serve as aide to the president
- Perform all duties of the president in that officer's absence or inability to serve and assume the office of the president when needed
- Implement, promote and carry out KEHA educational programs
- Prepare an annual report



YOUR ROLE AS COUNTY VICE PRESIDENT

- Aide and assist the president
- Preside at meetings in the absence of the president
- Coordinate county membership drives and recognition programs
- Assist in communicating activities and programs to membership



YOUR ROLE AS CLUB VICE PRESIDENT

- Support the club president and other officers
- Carry out the duties of the president in their absence or as requested
- Promote your club's programs and activities
- Serve as chairman of club membership activities
- Submit the club membership report as requested



YOUR ROLE AS AREA SECRETARY

- Conduct roll call at area meetings
- Record and preserve accurate minutes and records of all area council and business meetings
- Serve as a member of the area executive committee
- Receive and send correspondence as needed and requested
- Follow guidelines for retaining minutes and correspondence



YOUR ROLE AS COUNTY SECRETARY

- Serve as a member of the county executive committee
- Conduct roll call at all county meetings
- Record minutes of regularly scheduled and called meetings
- Handle county correspondence
- Follow guidelines for retaining minutes and correspondence



YOUR ROLE AS CLUB SECRETARY

- Keep an up-to-date roll of the club members
- Record minutes of all club meetings
- Complete and submit club reports
- Carry on the correspondence of the club
- Take roll at club meetings
- Maintain minutes and correspondence as recommended



YOUR ROLE AS AREA TREASURER

- Receive and deposit area funds
- Pay approved bills
- Keep an accurate record of all area funds
- Present a detailed report of money received and dispersed at area council and business meetings
- Insure area compliance with Extension financial guidelines and IRS filings (if applicable)



YOUR ROLE AS COUNTY TREASURER

- Serve as a member of the county executive committee
- Present treasurer's report at county meetings
- Assist in preparing the annual budget
- Submit dues to the KEHA State Treasurer
- Keep a record of all financial transactions
- Insure county compliance with Extension financial guidelines and IRS filings (if applicable)
- Submit financial records for audit or review



YOUR ROLE AS CLUB TREASURER

- Keep records of all financial transactions
- Collect membership dues and forward to the county treasurer
- Present treasurer's report at club meetings
- Assist in preparing the annual budget for the club
- Insure club compliance with Extension financial guidelines and IRS filings (if applicable)



YOUR ROLE AS AREA CHAIRMAN

- Work with your area council to coordinate area program planning and implementation
- Serve as chairman or co-chairman for area workshops that relate to your chairmanship
- Serve as a member of the state programming committee for your chairmanship
- Promote and coordinate the annual contest at the area level (if applicable for your chairmanship)



YOUR ROLE AS AREA CHAIRMAN

- Serve as a liaison between the state chairman and the county educational chairmen
- Share information and resources with the county chairmen
- Collect evaluation results and program summaries from county chairmen and compile an area report to forward to the state chairman by September 15



YOUR ROLE AS COUNTY CHAIRMAN

- Work cooperatively with your county council, county FCS agent and area chairman
- Attend area trainings and meetings related to your chairmanship
- Assist with program planning in your county
- Help plan tours, field trips and special interest lessons related to your chairmanship



YOUR ROLE AS COUNTY CHAIRMAN

- Promote chairmanship contests in your county
- Assist with leader training meetings and workshops related to your chairmanship
- Work with your county council and club chairmen to complete program reports for your chairmanship each year
- Submit county reports to the area by established deadlines



YOUR ROLE AS CLUB CHAIRMAN

- Work with the county chairman on program planning, implementation and reporting
- Attend county leader trainings and workshops related to your chairmanship
- Teach or help teach club lessons related to your chairmanship
- Encourage club members to participate in chairmanship contests



YOUR ROLE AS A CLUB MEMBER

- Recruit new members for the club and county organization
- Teach a lesson or lead a county activity
- Participate actively in KEHA at all levels – club, county, area and state
- Volunteer to support KEHA, Extension programs and community activities
- Promote the work of KEHA and Extension

