

# KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION



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## ***ROLES AND RESPONSIBILITIES***

# YOUR ROLE AS AREA PRESIDENT

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- 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

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- **Preside at all county meetings**
- **Organize 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

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- **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

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- 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

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- **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

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- 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

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- **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

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- **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

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



# LEARN MORE

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- **KEHA Manual online ([www.keha.org](http://www.keha.org))**
  - **Organizational Guide – page 21: Guidelines for writing minutes**
  - **Organizational Guide – page 22: How Long Do We Keep Records?**
- **KEHA Club Materials ([www.keha.org](http://www.keha.org)) – Record of Meetings**



# YOUR ROLE AS AREA TREASURER

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- **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

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- **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

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- **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)**



# LEARN MORE

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KEHA Manual online ([www.keha.org](http://www.keha.org))

- **Organizational Guide – page 24: Suggestions for a county budget**
- **Organizational Guide – page 25: Sample county budget**
- **Organizational Guide – page 26: Annual budget form**
- **Organizational Guide – page 27: Sample club treasurer's report**
- **Organizational Guide – page 28: Annual financial report form**



# YOUR ROLE AS AREA CHAIRMAN

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- **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 committee for your chairmanship**
- **Promote and coordinate the annual contest at the area level (if applicable for your chairmanship)**





# YOUR ROLE AS AREA CHAIRMAN

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



# YOUR ROLE AS COUNTY CHAIRMAN

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- **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

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



# YOUR ROLE AS CLUB CHAIRMAN

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



# YOUR ROLE AS MEMBERS

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- **Recruit new members**
- **Teach a lesson or lead an activity**
- **Participate actively in KEHA at all levels – club, county, area and state**
- **Volunteer – to support KEHA, for Extension programs and for community activities**
- **Tell YOUR story about KEHA!**





***KEHA ~ A Winning Team***