



The Sun Shines Bright

Kentucky Extension Homemakers Association

Roles and Responsibilities

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.**
- **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

- **Preside at all 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 all 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

- **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

- **KEHA Manual online (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) – Record of Meetings**



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.**
- **Ensure 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.**
- **Ensure 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.**
- **Ensure club compliance with Extension financial guidelines and IRS filings (if applicable).**



Learn More

KEHA Manual online (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

- **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

- **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

- **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 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

- **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

- **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!**





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KEHA ~ A Winning Team

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

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State Board

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The Kentucky Extension Homemakers Association is governed by a state board. The board includes five elected officers, eight elected educational program chairmen, a marketing and publicity chairman, fourteen elected area presidents, an appointed parliamentarian and four ex officio members.