



## **POSITION DESCRIPTION**

### ***KEHA Cultural Arts and Heritage Chairman***

#### **QUALIFICATIONS:**

Any nominee for the KEHA state cultural arts and heritage 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 cultural arts and heritages programs and 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 and respective educational program committee to develop and implement the KEHA cultural arts and heritage program of work
- Work the 1st vice president to compile annual cultural arts and heritage reports to KEHA
- Work with personnel from the Kentucky Cooperative Extension Service to develop and deliver educational programs related to cultural arts and heritage 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 cultural arts and heritage program of work
- Provide an oral report at each fall KEHA Board of Directors meeting and a written report at each spring KEHA Board of Directors meeting
- Maintain close communication with the area cultural arts and heritage chairmen in each of KEHA's 14 areas
- Oversee and administer the annual KEHA cultural arts exhibit and contest at the KEHA State Meeting
- Oversee and administer the KEHA creative writing contests
- Promote the KEHA reading rewards program and literacy projects
- Work with the University of Kentucky advisor for cultural arts and heritage to develop an annual book list for printing and distribution to KEHA clubs
- 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.