



## **POSITION DESCRIPTION**

### ***KEHA State Secretary***

#### **QUALIFICATIONS:**

Any nominee for the KEHA state secretary must be a member of KEHA and must have served or be serving as a county or area secretary of the Extension homemaker association. Must have written, verbal and organizational skills.

#### **TERM OF OFFICE:**

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

#### **GENERAL PURPOSE:**

- Serve as an aide to the president
- Provide accurate written minutes of all state KEHA meetings
- Provide a safe repository for official KEHA records

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings taking minutes and preparing them for distribution
- Handle correspondence as requested by the State President and/or the State Board of Directors
- Make minutes and records of meetings available to board members within 60 days of the close of the meeting
- Oversee the updating and publishing of the KEHA Manual
- Keep on file the names of all committee members, the purpose of the committee and reports of the committee
- Work with state advisor to preserve archiving of minutes, annual reports, financial reports and any other historical data
- Prepare voting delegate packets for the state annual meeting
- Serve as committee chairperson of the Archive Committee
- 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.