

Oconto County Home & Community Education

APPENDIX

Appendices are the organizations official working guidelines. Appendices will be amended by notifying in print or electronic form the pending change(s) 10 days preceding the meeting at which the change(s) will be voted on. To amend the appendices the proposed change(s) must secure a majority vote of the members voting at a meeting where quorum has been met.

Scholarship

The Organization will award three \$250.00 scholarships to member or child or grandchild for continuing education according to the recommendations of the scholarship committee if funds are available and they are deserving recipients. (9-5-02)

Dinner for scholarship winners and two guests, as well as the expenses of the scholarship committee, excluding meals for the committee, come from the general fund. (9-23-03)

Funds from spring and fall Association meetings and President's Day auctions to be divided equally between Books R 4 U and Youth Scholarships. (10-5-07)

Financial Reimbursement

Budget \$800.00 for State Conference expenses: The President's expenses will be fully paid and the President's cost of transportation shall be \$.30 (9-6-01) per mile. The remainder of the \$800.00 budget will be divided equally among the other required officers and/or program chairs attending (3-22-06).

Officers or chairs attending Northeast District or State meetings who are State or Northeast District Chairs or Officers must first receive reimbursement, when available, from Northeast District of State before collecting from the County.

Expense forms must be turned in to the County Treasurer following State and Northeast District meetings from those required to attend by November 30 of the calendar year in which they attended. Original receipts must be attached.

Executive Board Member Responsibilities

Executive Board members include all officers, president-elect, all committee chairs (cultural/textile arts, international/citizenship, membership/marketing, family coordinator, newsletter editor, Books R 4 U, and stitches of love.

Be familiar with county bylaws, appendices and parliamentary procedure.

Appoint fund raiser committee (3-22-06).

Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Prepare bills for Treasurer with original receipts.

Be familiar with the memorandum of agreement available from the President, Secretary or the Family Living Agent.

Attend Executive Board & Association meetings and report.

The following may attend Fall Northeast District and should attend State meetings. All officers, president-elect and committee chairs (cultural/textile arts, international/citizenship, membership/marketing, family coordinator, newsletter editor, and stitches of love) when appropriate workshops are offered. If unable to attend State Conference, please request material for your position to be prepared for County President and pick-up.

Communicate information through articles in the newsletter. By November 1 provide annual report to Family Living Agent, President and Newsletter Editor. Send meeting minutes to President, Family Living Agent and Newsletter Editor.

Assume such other duties as are usual for the office.

Receive Oconto County Officer Handbook and keep it up to date according to Newsletter information.

In addition to these responsibilities, perform specific responsibilities of your position as listed or passed down to you.

President - 2 year term

1. Serves as Chair of the Executive Board and County Association, helps plan and presides over these meetings.
2. Represents the organization at all County Extension and other meetings requiring such representation.
3. Represents the organization at all Northeast District and WAHCE, Inc. meeting, and promotes the attendance of Executive Board members required to attend and other designated Chairs who may be required to attend Northeast District and State meetings..
4. Acts as Oconto County Official Representative at Wisconsin Association for Home and Community Education, Inc. State Conference.
5. Prepares and distributes agenda in advance of meetings.
6. Uses Parliamentary Procedure to conduct meetings and may appoint a parliamentarian. (See Bylaws - Article 10)
7. Appoints county-wide committees as necessary and helps them understand their assignment.
8. Checks on progress of committees and asks for reports.
9. Communicates through articles in the newsletter or sends information to Club Presidents, informing members about all County, Northeast District and State activities. Shares all pertinent information received in update and the Communicator.
10. Keeps Northeast District Director updated on Organization changes and prepares County Organization sheets (typed) and returns by due date.
11. Invites Northeast District Director to attend a County function during Director's term of office.

12. Reviews the Memorandum of Agreement with the Family Living agent at least once during her term of office, or when a revised memorandum is published.
13. Installs new Officers and recognizes new Committee Chairs at Fall or Spring Association meetings.
14. Recognizes outgoing officers and committee chairs at an association meeting.
15. Is a member of the Budget Committee.
16. Becomes familiar with the red WAHCE Manual (3-ring binder notebook) and keeps it updated.
17. Assists Northeast District Director with State Conference duties when applicable, serves as President of Host County for Northeast District meetings as per guidelines and encourages county members to participate in Northeast District functions.
18. Sends County Newsletter to State President, Extension Education Committee, Family Living Agent, Northeast District Director and update Newsletter Editor. If budget allows, also send it to Northeast District county presidents.
19. Receives notification of all committee meetings serves as ex-officio member and receives minutes.
20. Attends as many local club meetings as possible.
21. Revises By-laws/Appendices during the last year in office.
22. Sees that Club Presidents and Executive Board members have copies of the Bylaws and that the County Secretary and Family Living Agent have copies of the Memorandum of Agreement.
23. Report to Extension Education Committee when appropriate.
24. Submits budget request at the August meeting of the Extension Education Committee.
25. Request annual financial support from Extension Education Committee in August. Contact UW-Extension Department Head for date.
26. Pick up State meeting materials for absent Executive Board members.
27. Attends re-organizational meetings of new clubs with Membership/Marketing chair.
28. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

President Elect - 1 year term

1. Serves one year as President Elect and is installed the following year as President for a two year term.
2. Attends Board meetings and other related meetings, with voice but no vote, until assuming office as President.
3. Assumes any assigned duties.
4. Attends WAHCE meetings with the President during the President's last year, if possible.
5. Attends President Meeting and Spring & Fall Northeast District meetings with the President during the President's last year, if possible.
6. Observes and becomes familiar with various committees in the organization.
7. Learns Parliamentary Procedure and the Bylaws/appendices.
8. Is an Ex-Officio member of the Budget Committee.

Vice-President/Education Coordinator - 2 year term

1. Performs the duties of the President in her/his absence.

2. Appoints Education Chairs and informs them of their duties, including Family Coordinator, Membership/Marketing, Newsletter Editor, Citizenship/International, Cultural/Textile Arts, Stitches of Love, and Books Are For U.
3. Sets the annual education program by working with the education chairs to plan and implement their programs to meet the interests of the membership.
4. Consults with the President on project plans needing to be done.
5. Annual program schedule complete by November 15 for Handbook and newsletter.
6. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Secretary - 2 year term

1. Keeps all records and minutes of meetings and submits a copy of same to the Family Living Agent, President, and Newsletter Editor, promptly following each meeting of the Executive Board, County Association and any other special called meetings. She should first have the President for review and approval before distribution..
2. Reads exact wording of motions from motion papers.
3. Prepares annual county motion form and sends to Family Living Agent, President and Newsletter Editor. Has quantity available at Executive Board & Association meetings.
4. Prepares roll call list and keeps attendance records at Executive Board and County Association meetings, or any special called meetings.
5. Lets the President know number of eligible voters at Association meeting for quorum.
6. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Treasurer – 2 year term

1. Collects and has charge of all funds of the Organization, and pays all bills including WAEHC, Inc., Penny's for Friendship or any other non-profit organization recognized by WAHCE, and Northeast District dues by May 15.
2. Treasurer's records will be audited each year by January 31 by two Association members not affiliated with the Treasurer's Club.
3. Serves as Chairman of the Budget committee in preparing the next year's budget to be presented to the Executive Board and County Fall Association meeting. Budget committee is: President, Vice President, Treasurer, Secretary, and President Elect (ex-officio).
4. Edits membership packet for UWEX to make changes. UWEX returns to treasurer to make copies along with 2 sets of membership printouts with an additional year added and 2 sets of individual member labels.
5. Distributes membership packet to clubs in the fall with due date of November 1.
6. Prepares financial report for Executive Board.
7. Prepares yearly financial statement to be presented to WAHCE, Inc. by May 15 at Executive Board and Spring & Fall Association meetings.
8. Keeps inventory of OCHCE property on file.
9. Pays authorized bills according to budget, Bylaws/Appendices or approval of Executive Board upon receipt of completed expense form and original receipts.
10. Forwards paid membership information to UW-Extension Office so the members can be added to the newsletter mailing list and HCE Handbook by November 1.
11. In absence of the Treasurer, the President is authorized to sign checks.

12. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Cultural/Textile Arts – 2 year term

International/Citizenship Committee – 2 year term

Membership/Marketing - 2 year term

1. Sends articles and photos promoting HCE to media outlets. Prior to November 1 promote HCE in the fall as membership renewal approaches.
2. Attends organizational meetings of new clubs with OCHCE President.
3. Serves as Chair of any promotional event with the help of volunteers.
4. Encourages personal update subscriptions.
5. Promotes programs during WAHCE, Inc. week.
6. Sends reports to State and Northeast district Membership/Marketing Chair.
7. Keeps history and scrapbook updated with photos and newspaper clippings.
8. Reports to NE District and State membership/marketing chairs.
9. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Family Coordinator - 2 year term

1. Promotes young families to join HCE.
2. Promotes and encourages young members to retain their membership with Oconto County HCE.
3. Set-up community programs for young families promoting healthy family activities and life styles.
4. Encourage community program participants to join HCE as a family.
5. Works with Membership/Marketing Chair encouraging clubs to have young members or start a sister club.
6. Works with Membership/Marketing Chair in promoting membership, as well as educational and recreational functions.
7. Partner with and promote existing community programs for families.
8. Reports to NE District and State family coordinator chairs.
9. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Newsletter Editor - 2 year term

1. Edits and types articles for the newsletter and coordinates completion and distribution through the UW-Extension office.
2. Assigns duties to newsletter committee members.
3. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Stitches of Love - 2 year term

1. Coordinates activity days.
2. Distributes items made.
3. Gathers materials needed.
4. Apply for grants and turns fund account to Treasurer.
5. Maintains inventory.
6. Annual written financial report including grants and funds received.
7. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.

Books are For U - 2 year term

1. Set-up book and school supply collection at Fall Executive Board meeting and Fall Association meeting.
2. Gather materials needed.
3. Coordinate assembly and distribution.
4. Keep a detailed file and turn it over to the successor and provide orientation for that member. Your copy of the Bylaws/Appendices must be turned over.