

**WAUPACA COUNTY HCE**  
Job Description

**Title:** President

**Purpose:** Official presiding officer for the organization representing Waupaca County at state and district meetings, other meetings, and to other organizations.

**Responsibilities:**

1. Be familiar with county constitution, by-laws and parliamentary procedure.
2. Preside at county business meetings.
3. Plan and prepare an agenda before each meeting.
  - a. Gather input from Executive Board members, general members, and Family Living Educator two weeks prior to meeting date.
4. Appoint the following offices with the approval of the Executive Board and full membership:
  - a. County Coordinator for Program (3 year term)  
Chair-Elect for Program (1 year term)
  - b. County Coordinator for Community Outreach (2 year term)
  - c. Scholarship Chair (2 year term)
  - d. Marketing Chair (3 year term)
5. Appoint committees and delegate responsibilities with advice of Executive Board.
  - a. A member of Executive Board and serves as ex-officio of each committee.
  - b. Communicate committee members' responsibilities.
  - c. Check progress of committees and request reports.
6. Represent county at state and district meetings as a voting delegate.
  - a. Poll opinion of Executive Board members and general members on issues.
  - b. Vote based on consensus of members.
7. Subscribe to and read UPDATE, keep current on district and state activities, and share information with members.
8. Prepare monthly President Letter and contribute to each issue of ACCENT.
9. Co-sign on county checking account with Treasurer.
10. Distribute and receive all clubs' disbanding forms, pass to treasurer for file.
11. Sign all vouchers and present to Treasurer for payment.
12. Provide orientation to President Elect.
13. Complete the club history for term in office.

**Qualifications:**

1. Understand the philosophy of Wisconsin Association for Home and Community Education.
2. Good leader, organized, diplomatic.

3. Prior experience at local club level.
4. Recognize abilities in others and delegate responsibility.
5. Open minded and flexible.

**Term:** Two years as President, one year as President Elect, and one year as Past President.  
Renewable for one two-year term as President.

**Time Commitment:**

1. Attend all Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. Act as official member of other committees as necessary.
3. Review all mail from State and District officers.
4. Consult with Family Living Educator.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** County Coordinator for Program

**Purpose:** Implement educational program in the Focus and Issues area.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Perform duties of the President in her absence.
3. Work with the County Coordinator for Community Outreach, the Executive Board and Family Living Educator in coordinating county's Education Program and Program Book.
4. Acquaint self with organizations and agencies that might help or cooperate in carrying out educational programs.
5. Attend District/State meetings for training.
6. Attend State Conference, when possible.
7. Prepare written reports at Spring and Fall Meetings (for Secretary's report) and as requested by State organization.
8. Maintain a file of pertinent information and present to County Chair-Elect at end of term.
9. Work with the County Chair-elect one year before end of term.
10. Work with Marketing Chair on publicity of educational programs.

**Qualifications:**

1. Understand the philosophy of Wisconsin Association for Home and Community Education.
2. Member of a local Waupaca County HCE club or an Individual Member with past club experience.
3. Leadership ability.
4. Ability to provide written and oral reports.

**Term:**

1. The Waupaca County HCE President appoints position with approval of the Executive Board.
2. 2 year term, renewable for one term.

**Time Commitment:**

1. Attend Executive Board Meetings.
2. Hold meetings necessary to plan and implement program.
3. Prepare and assemble program book.
4. Attend annual Spring and Fall meetings and prepare a written report of program plans.
5. Attend Spring and Fall District meetings and State Conference.

Revised 01/2005

**WAUPACA COUNTY HCE**  
Job Description

**Title:** County Coordinator for Community Outreach

**Purpose:** Implement educational program in the Focus and Issues area.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Perform duties of the President in the absence of the President and the County Coordinator for Program.
3. Work with the County Coordinator for Program, the Executive Board and Family Living Educator in coordinating county's Education Program.
4. Acquaint self with organizations and agencies that might help or cooperate in carrying out educational programs.
5. Attend District Meetings for training.
6. Attend State Conference for training.
7. Prepare written report at annual Spring and Fall meetings (for Secretary's report) and others as requested by state organization.
8. Maintain a file of pertinent information and present to successor at end of term.
9. Apply for State awards.
10. Assist with the development of the Program Book.
11. Work with Marketing Chair on publicity of community outreach events.

**Qualifications:**

1. Understand the philosophy of Wisconsin Association for Home and Community Education.
2. Member of a local Waupaca County HCE club or an Individual Member with past club experience.
3. Leadership ability.
4. Ability to provide written and oral reports.

**Term:**

1. The Waupaca County HCE President appoints the position with approval of the Executive Board.
2. 2 year term, renewable for one term.

**Time Commitment:**

1. Attend Executive Board Meetings.
2. Hold meetings necessary to plan and implement program.
3. Attend Spring and Fall District meetings and State Conference.
4. Attend annual Spring and Fall meetings and prepare a written report of program plans.
5. Prepare written reports as requested.

Revised 01/2005

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Secretary

**Purpose:** Record and maintain records of the organization and handle correspondence.

**Responsibilities:**

1. Maintain records of the organization.
  - a. Bring Secretary Book, bylaws, standing rules, Wisconsin Association for Home and Community Education handbook, and county membership list to all meetings.
  - b. Take minutes and roll call at meetings
  - c. Collect written committee reports for inclusion in minutes.
  - d. Write minutes and distribute according to county policy within ten days of meeting.
  - e. Keep permanent record of minutes.
2. Carry on official correspondence of Executive Board.
3. Serve as voting member of Executive Board.
4. Meet with newly elected Secretary for orientation of responsibilities.
5. Serve as Nomination Committee Chair.
6. Handle the sale of Secretary Books at Fall and Spring meetings.
7. Provide assistance to club secretaries.

**Qualifications:**

1. Knowledge of Wisconsin Association for Home and Community Education.
2. Accuracy in recording motions and discussion at meetings.
3. Know parliamentary procedure and approved format for minutes.

**Term:** Two years. Renewable for one term.

**Time Commitment:**

1. Attend Executive Board and annual Spring and Fall meetings, District, State and special meetings.
2. Time to rewrite minutes and take care of correspondence.
3. Chair the nomination committee and recruit officers.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Treasurer

**Purpose:** Collect and disburse the funds of the organization, keeping accurate records of transactions.

**Responsibilities:**

1. Keep an accurate record of all receipts and expenditures.
  - a. Receive money from clubs and members for all county activities.
  - b. Make deposits within one month of receipt.
  - c. Pay authorized bills within one week of receipt.
    1. Authorization is done by approval of the annual budget.
    2. The President must approve items not in budget.
  - d. Use approved format for recording transactions.  
(Vouchers must be approved by President before paying. Vouchers kept in records.)
  - e. Keep checkbook and passbooks in balance.
  - f. Seek best interest rate for CD's. Report interest on monthly reports.
  - g. Send receipts for monies received.
2. Report as required.
  - a. Present financial statement at annual Spring and Fall meetings and at Executive Board meetings.
  - b. Submit annual report to State Treasurer.
  - c. Report on membership at State meeting and pay State and District dues.
  - d. Submit Internal Revenue Service forms as needed.
3. Serve as voting member of the Executive Board.
4. Serve as Chair of Budget Committee.
  - a. Call meeting of officers to prepare yearly budget before the Fall meeting.
  - b. Books are to be reviewed by January 10.
5. Remind clubs to pay dues and submit Pennies for Friendship.
  - a. Dues should be paid by November 1.
  - b. Pennies for Friendship are collected at the annual meeting.
  - c. Request and keep on file a yearly financial statement from each club.
  - d. Keep a copy of each club's disbanding form on file.
6. Meet with newly elected Treasurer for orientation.

**Qualifications:**

1. Knowledge of basic bookkeeping.
2. Honest, organized and dependable.
3. Must be bondable.

**Term:** Two years. Renewable for one term.

**Time Commitment:**

1. Attend Executive Board, annual Spring and Fall meetings, District meetings, State Conference, and special meetings (ie, Spring Fling, Learn-In).
2. Time necessary to keep accurate records and reporting.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** President Elect

**Purpose:** Preparation for the role of President.

**Responsibilities:**

1. Work closely with the President.
2. Become familiar with parliamentary procedure, standing rules and bylaws of the organization.
3. Serve as a non-voting member of the Executive Board.
4. Become familiar with the various committees in the organization.
5. Attend State and District meetings.
6. Assume office of President at designated time.

**Qualifications:**

1. Understand the philosophy of Waupaca County HCE.
2. Good leader, organized, diplomatic.
3. Prior experience at local club level.
4. Recognize ability in others.
5. Able to delegate responsibility.
6. Open minded and flexible.

**Term:** One year; President, two years; Past President, one year.

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. Attend committee meetings as necessary.
3. Study and read handbooks, UPDATE, and mail from State and District.



**WAUPACA COUNTY HCE**  
Job Description

**Title:** Membership Chair

**Purpose:** To recruit new members and promote the Waupaca County Association for Home and Community Education (AHCE).

**Responsibilities:**

1. Serve as a voting member of the Executive Board.
2. Promote membership and participation in HCE through:
  - a. County membership committee
  - b. Media (radio, newspaper, etc.)
  - c. Creative promotional ideas (fair booth, town meetings, etc.)
3. Review and assess individual membership annually.
4. Aid in club organization in conjunction with Center Chairs.
5. Order and present membership awards/pins at the Recognition Banquet.
6. Pass records and materials to new Membership Chair.
7. Work closely with the Marketing Chair.
8. Written report at annual Spring and Fall meetings (for Secretary's report).

**Qualifications:**

1. Knowledge of Waupaca County HCE organization.
2. Enthusiasm and promotional ability.

**Term:** Two years. Renewable for one term.

**Time Commitment:**

1. Attend Executive Board meetings, annual Fall and Spring meetings, District and State meetings, County program planning and committee meetings.
2. Meet with new clubs.
3. Year long promotional efforts.
4. Keep record of all activities.
6. Pass records to next Membership Chair.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Marketing Chair

**Purpose:** To promote a better understanding of the Waupaca County Association for Home and Community Education (AHCE) and to publicize benefits and activities of the organization.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Promote current Waupaca County HCE programs and activities throughout the year:
  - a. Write bi-monthly articles for the ACCENT newsletter.
  - b. Cover and arrange media coverage of activities.
  - c. Encourage club participation through news articles.
3. Chair the promotion of WAHCE week.
4. Cooperate with Education and Committee Chairs for media coverage.
5. Attend district and state workshops for training, when possible.
6. Prepare and submit article for UPDATE newsletter.
7. Work closely with the Membership Chair.
8. Written report at annual Spring and Fall meetings (for Secretary's report).

**Qualifications:**

1. Knowledge and understanding of the philosophy of the Waupaca County HCE organization.
2. Writing ability and knowledge of reporting and promoting club activities.
3. Attendance at activities.

**Term:** Three years. Renewable for one term. (A Marketing Chair-Elect will be appointed one year previous to the end of term.)

**Time Commitment:**

1. Attend Executive Board, annual Spring and Fall meetings, District and State meetings.
2. Attend events and activities of the organization.
3. Write promotional articles of programs, lessons and activities.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** First Book Coordinator

**Purpose:** To implement the First Book Program at eligible sites.

**Responsibilities:**

1. Serve as a voting member of the Executive Board.
2. Acquaint self with organizations and agencies that might help with funding.
3. Attend available training sessions.
4. Secure volunteer readers and substitute readers.
5. Set up reading schedules at sites.
6. Make copies of activity sheets to accompany book of the month.
7. Make sure books, activity sheets and book labels are delivered to sites.
8. Do all required forms and reports and send to State WAHCE contact, Wisconsin Public Television and UW-Extension.
9. Make oral and written reports and present to the Executive Board Secretary.
10. Seek funding sources.
11. Send thank you notes for donations.
12. Maintain a file of pertinent information and present successor at end of term.

**Qualifications:**

1. Knowledge of the First Book Program.
2. Club, Individual or Household Member of HCE.
3. Ability to provide written and oral reports.
4. Ability to organize resources and volunteers.

**Term:** Three years. Renewable for one term (or until a new Coordinator is either appointed or someone volunteers.)

**Time Commitment:**

1. Attend Executive Board, Spring and Fall Meetings, District and State meetings if a workshop is offered.
2. Attend events and activities offered by partnering organizations and reading sites.
3. Prepare required reports.
4. Deliver books, activity sheets and book labels to sites.

Submitted 04/25/2005

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Young Family Chair

**Purpose:** To encourage membership of younger adults in Waupaca County HCE.

**Responsibilities:**

1. Serve as a voting member of the Executive Board.
2. Attend district or other available training sessions.
3. Attend state conference for training.
4. Develop new programs and support on-going programs to introduce HCE to younger county residents.
5. Meet with newly elected Chair to provide orientation to responsibilities.
8. Do all required forms and reports and send to State and District contacts, Executive Board and UW-Extension.
9. Make oral and written reports and present to the Executive Board Secretary.
10. Seek funding sources.
11. Send thank you notes for donations.
12. Maintain a file of pertinent information and present successor at end of term.

**Qualifications:**

1. Knowledge of Wisconsin Association for Home and Community Education.
2. Active member of a Club or Individual or Household Member of HCE with past club experience.
3. Ability to provide written and oral reports.
4. Ability to organize resources and volunteers.

**Term:** Two years. Renewable for one term (or until a new Chair is either appointed or someone volunteers.)

**Time Commitment:**

1. Attend Executive Board.
2. Attend annual Spring and Fall Meetings or send representative.
3. Attend District, State and special meetings or send representative.
4. Prepare required reports.
4. Organize promotional projects as approved by the Executive Board.

Submitted 04/25/2005

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Center Chair

**Purpose:** Represent center clubs at Executive Board meetings and act as liaison between center clubs and Executive Board.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Serve as "contact person" in your center to the Executive Board.
3. Serve as "Chair" of special events as designated in county schedule.
4. Receive a copy of minutes from clubs in your center.
  - a. Note items to be brought to attention of Executive Board.
  - b. Maintain a file of minutes for one year.
5. Contact club presidents.
  - a. Relay messages and information.
  - b. Arrange meetings as needed.
6. Help set up and assist at Leader Training/Programs held in your center.
7. Take active role with Membership Chair.
  - a. Refer names of potential members to Membership Chair.
  - b. Determine which club new members could join.
8. Attend organizational meeting of new clubs.
  - a. Describe WAHCE to the group.
  - b. Explain local HCE program to members.
9. Serve on Nomination Committee.
10. Update incoming Center Vice Chair on duties and pass on Center Binder.
11. Report to Executive Board on progress of special events in your center.
12. Meet with Center Vice Chair for orientation.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.

**Term:** One year.

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. Read minutes, attend club meetings if requested by clubs.
3. Organize and host center meetings and activities.

Revised 01/2005

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Scholarship Chair

**Purpose:** Coordinate information and selection of scholarships given by the Waupaca County HCE.

The scholarships given are:

Two \$500 scholarships to high school seniors (Two alternates).

Three \$50 scholarships given to HCE members to attend College Days (three day program). Two \$25 scholarships given to attend College Days (one day program).

Two alternates, one for three-day, one for one-day program.

**Responsibilities:**

A. HIGH SCHOOL SCHOLARSHIPS

1. Suggest to the Executive Board any revisions to the application form.
2. Present copy with changes to Extension Office in early December.
3. Distribute forms to seven county High Schools.
  - a. Three sets to each school counselor.
  - b. Deliver after January 1, in time for financial aid meetings.
  - c. Follow-up by mail or phone call during first week of March reminding counselors of deadline.
4. Mark date received on all application forms.
5. Check each application.
6. Selection of Scholarship recipients.
  - a. Chair the Scholarship Committee
  - b. Set date, place and time of meeting.
  - c. Notify committee members ó one person from each school district. (Center Chairs may serve as representative for a school district.)
  - d. Committee evaluates each applicant using rating scale.
  - e. Compute totals.
  - f. Choose two recipients and two alternates.
7. Notification of High School Scholarship Participants.
  - a. Information on winners to President of HCE and Family Living Educator.
  - b. Send letters of congratulations to winners and alternates.
  - c. Send regret letters to other participants.
8. Presentation of Awards
  - a. Request Marketing Chair write article for newspapers (with pictures of winners for local papers) for publication.
  - b. Chair or selected HCE Executive Board member to award

certificate at School Awards Program.

9. Payment of Scholarships
  - a. Turn in verified request for payment to County Treasurer.
- B. COLLEGE DAYS SCHOLARSHIPS
  1. Suggest any changes to Executive Board.
  2. Present application and rules for Scholarship to be inserted in January newsletter.
  3. Collect applications and bring to February/March Executive Board meeting.
  4. Names and alternates (2) are drawn and notified.
  5. Awards are presented at Recognition Banquet.
  6. Award winners are given a copy of the rules/procedure.
  7. A voucher for payment will be presented to the President when award winner fulfills agreement.
  8. Scholarships are not transferable, except to alternate.
- C. Written report at annual Spring and Fall meeting (for Secretary's report).
- D. Keep records of scholarship winners/alternates and pass on to next chair.
- E. Expenses
  1. Keep track of postage and phone costs.
  2. Expenses shall be submitted on a voucher to the President for approval.

**Qualifications:**

1. Understand the rules of Waupaca County HCE scholarship application.
2. Active member of the Waupaca County HCE organization.
3. Leadership and organizational skills.

**Term:** Two years, renewable for one term.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Cultural Arts Chair

**Purpose:** Coordinates cultural arts program for Waupaca County HCE.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Work with County Coordinator for Program and Coordinator for Community Outreach to identify county needs and priorities.
3. Develop a plan for an educational cultural arts emphasis.
4. Keep Executive Board and membership informed of program through newsletter articles and announcements.
5. Attend Spring and Fall District training and State meetings.
6. Coordinate (secure judge and arrange exhibits) the County Cultural Arts Show at the Recognition Banquet.
7. Coordinate the registration and delivery of county cultural arts entries to State meeting.
8. Prepare written report for annual Spring and Fall meetings (for Secretary's report).
9. Provide Coordinators of Program and Community Outreach with information for state report.
10. Maintain a file of pertinent information and present to successor at end of term.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.
3. An interest in cultural arts.
4. Organizational skills.

**Term:** Two years, renewable for one term.

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. County program planning and committee meetings.
3. Organize and host cultural arts programs and activities.
4. Orientation for successor.



## **Duties of Cultural Arts Chair**

### HCE Recognition Banquet

Several months in advance ó remind members to work on projects (newsletter, President's Letter).

Secure a judge for the event ó cost approved by Executive Board in advance.

Work with the Spring Meeting/Recognition Banquet chair to decide on space needs, display area, and times, etc.

Prepare "People's Choice" tickets and container to collect votes.

Recruit other volunteers to help at event.

Prepare a comment sheet to be used by judge.

Secure ribbons for entries selected to go on to State competition.

May present participation ribbons, if desired.

Day of:

Set up space according to categories.

Make necessary signs.

Register entries as they come in.

Display in proper location for judging.

Work with judge, if necessary, without personal opinion or comments.

Tally the people's choice votes.

Announce winners or have judge (if present).

Write up report on winners for newsletter.

State meeting entries:

Contact winners with registration information and entry date.

Transport (or arrange for) entries to State meeting. (Usually need to be there one day in advance.)

Make arrangements for check in and return of articles.

Write article for newsletter on placement at State meeting.

### Cultural Arts Leader Training

Assist County Coordinator for Program with ideas for Cultural Arts lessons in early March.

Leader Training:

Recruit a number of volunteers to assist.

Teach project to volunteers first, making certain they understand the project well.

Prepare/purchase materials for project (kits, written directions, etc.)

Set up at least one hour in advance.

Give clear instructions.

Set price for materials and collect for expenses.

Other suggestions:

Collect ideas, encourage participation in other cultural events, encourage Cultural Arts Chair in each club, and schedule other events as club requests. (Club Trip)

**WAUPACA COUNTY HCE**  
Job Description

**Title:** International Program Chair

**Purpose:** Coordinates International Program for Waupaca County HCE.

**Responsibilities:**

1. Serves as voting member of the Executive Board.
2. Work with County Coordinator for Program and Coordinator for Community Outreach to identify county International Program priorities.
3. Develop a plan for an educational International Program.
4. Keep Executive Board and membership informed of program through reports, newsletter articles, and announcements.
5. Attend District training and State meetings.
6. Coordinate the County International Program.
7. Prepare written report for annual Spring and Fall meetings (for Secretary's report).
8. Provide Program and Community Outreach Coordinators with information for state report.
9. Maintain a file of pertinent information and present to successor at end of term.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.
3. Organizational skills.

**Term:** Two years, renewable for one term.

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. County program planning and committee meetings.
3. Organize and host International Program and activities.
4. Write reports.
5. Orientation for successor.

## Duties of International Program Chair

### May-September

1. Discuss program ideas with Executive Board. Get ideas from other WAHCE members, District Coordinator, and local travelers.

### November

2. Set date and place of program. If program has guest speaker, contact person, and confirm via letter as to fee, mileage, location of program, and directions (map). Report to Executive Board. (Program has been held on the 1st or 2nd Sunday of March, but this can be changed depending on the program.)

### December

3. If meal is planned, decide on menu, time of meal, and work with person preparing the meal. Get cost of meal including tip. Organization is tax exempt. Cost includes food, beverages (including milk), speaker fees, program printing, and any other services. Needs to be approved by Executive Board.
4. If any other entertainment is desired, make contact and confirm date, time, place, fee, etc. by letter. Needs to be approved by Executive Board. Keep copies of all communication on file.
5. Print information about program in January/February newsletter (end of December). Send sign-up information to clubs in President's letter to club presidents (January). Set deadline for registration allowing at least ten days before event. Check with restaurant for deadline date.

### January

6. Plan program booklet and send all information to Extension office at least four weeks before needed. Printing costs to be included in cost of program.
7. Accept reservations, keep records, and send checks to County Treasurer. Any checks made out to you must be endorsed. All bills are to be put on voucher and presented to President for approval. The treasurer will pay all bills approved by the President.

8. About three weeks before event, send announcements to the following newspapers\*:

Waupaca County Post	Weyauwega Chronicle	New London Press Star
717 10th St.	105 W. Wisconsin St.	416 W. North St.
Waupaca, WI 54981	Weyauwega, WI 54983	New London, WI 54961
Clintonville Tribune	Manawa Advocate	The Marion Advertiser
13 11th St.	312 S. Bridge St.	109 N. Main St.
Clintonville, WI 54929	Manawa, WI 54949	Marion, WI 54950

Iola Herald,  
165 N. Main Street  
Iola, WI 54945

\*May work with Marketing Chair.

9. Call person responsible for meal, informing them of the number that will be attending, table decorations, etc. One week prior is minimum time.
10. If program books will be used, pick up from Extension Office prior to program.
11. Have registration table ready and be prepared at least one hour before program starts.
12. Write thank you notes to presenter(s). Collect suggestions for improvements from participants, Executive Board members, and personal experience. Write down suggestions and complete final report. Present report to Executive Board, Spring meeting, and insert in International file.
13. Send copy of all information in file to Extension Office for International File Record.
14. Plan to spend 6 months to one year with incoming International Program Chair. This is a very important step in transition and helps the new person know what is expected.

**WAUPACA COUNTY HCE**  
Job Description

**Title:** Vice Center Chair

**Purpose:** Preparation for the role of Center Chair

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. In absence of the Center Chair, serve as contact person in your center.
3. In absence of the Center Chair, serve as Chair of special events as designated in county schedule.
4. Assist Center Chair when hosting meetings and activities in your center.
5. Serve on Scholarship Selection Committee.
6. Assume Center Chair position at end of term.
7. Find replacement for the Vice Center Chair position.
8. Serve as County Membership Committee member.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.

**Term:** One year as Vice Center Chair, one year as Center Chair.

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings, District and State meetings.
2. Attend committee meetings as necessary.
3. Attend scholarship selection meetings.

## **HCE GUIDELINES FOR INDIVIDUAL MEMBERS**

The following guidelines have been developed to assist county HCE Associations in establishing an individual membership program in their county. Counties may make changes, additions or deletions to meet their particular needs.

### **COUNTY ASSOCIATIONS:**

1. Are encouraged to use the term "Individual Member" for non-club members who belong to the organization. Uniformity will aid in communication regarding this membership category.
2. Must include individual members in their annual membership count.
3. Are responsible for collecting county, district, and state dues from individual members.
4. Should consider the cost of servicing the individual members (i.e. materials, postage) as well as fund raising projects when setting dues for individual members.
5. County Membership Chair will be responsible for notification of yearly dues from individual members. Checks should be made out to County HCE and sent to the County Treasurer. The Membership Chair shall see that the members' names are placed on mailing list for newsletters, lesson materials and that they receive a yearly program book.

### **WAUPACA COUNTY INDIVIDUAL MEMBERS:**

1. Will receive the current program book, newsletter, and lesson materials when available.
2. Are encouraged to attend County HCE Executive Board and Association meetings; may express opinions but have no vote.
3. Are encouraged to attend WAHCE Annual Conference.
4. May serve on county, district, and state committees with the same voting privileges as other committee members.
5. May hold county, district, and state office with the same voting privileges granted other officers.

## WAUPACA COUNTY HONORARY MEMBERSHIP

### I. Presentation of Applicant

- A. The secretary of the club must send a letter to the County Executive Board with an explanation of reasons for application.
- B. Application for Honorary Membership must be unanimously approved by the Executive Board and submitted to WAHCE membership.
- C. Final approval will be made by the club membership attending the Fall or Spring Meeting.
- D. Honorary Membership must be applied for on or before the August Executive Board Meeting to complete this process before the start of the next fiscal year (January 1). Applicants submitted later will need to pay active dues for the year and honorary membership would be considered at the Spring Meeting.

### II. Criteria for Honorary Membership

- A. Active participation by the member in the past.
- B. Club member must be physically or mentally unable to participate but is still interested in club activities.
- C. Nominee's age or years in club shall NOT be a factor.

### III. Expense for Honorary Membership

- A. No club or county dues will be collected from Honorary Members

### IV. Recognition of Honorary Members

- A. Honorary members will not be eligible for county membership awards.

Revised: 04/25/05