

WAUPACA COUNTY HCE

Title: County Coordinator for Community Outreach Job Description

Purpose: Implement Educational Outreach Programs

Responsibilities:

1. Serve as voting member of the Executive Board.
2. Work with the Executive Board in coordinating the county's outreach programs.
3. Acquaint self with organizations and agencies that might help or coordinate in carrying out educational outreach programs.
4. Attend District Meetings for training.
5. Encouraged to attend WAHCE State Conference for training.
6. Prepare and present monthly Executive Board reports; spring/Fall reports; and other reports requested by the county President.
7. Maintain a file of pertinent information and present to successor at end of term.
8. Apply for State awards.
9. 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.
3. Demonstrate 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. Serves a 2 year term (renewable)

Time Commitment:

1. Attend and participate in all Executive Board Meetings.
2. Encouraged to attend District meetings and the WAHCE State Conference.
3. Attend annual Spring and Fall meetings and prepare and present a written report of program plans.
4. Prepare written reports as requested.