

Waupaca County HCE

Title: County Coordinator for Program Job Description

Purpose: Plan and Implement Educational Programs

Responsibilities:

1. Serve as voting member of the Executive Board.
2. Collaborate with the County President, the Media and Marketing Coordinator, and the UW Extension staff in coordinating the county's Education Program and Program Book.
3. Acquaint self with organizations and agencies that might help or provide information in implementing educational programs.
4. Encourage attendance at District/State conferences and meetings for training.
5. Prepare written reports for monthly executive board meetings; the Accent publication; for Spring and Fall Meetings (for Secretary's report) and as requested by county president.
6. Maintain a file of pertinent information and present to County Chair-Elect at end of term.
7. 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. Demonstrate 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. Serve a two year term (renewable)

Time Commitment:

1. Attend and participate in all Executive Board Meetings.
2. Hold meetings necessary to plan and implement program.
3. Attend annual Spring/ Fall meetings and present report of program plans.
4. Attend District meetings and State Conference.