

WAUPACA COUNTY HCE

Title: President Job Description

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; the general membership; and the UW Extension Educator(s) prior to meeting date.
4. Review all articles, photos, flyers, and other correspondence received from the secretary and Executive Board members making recommendations before the publication and distribution of the media.
5. Appoint the following offices with the approval of the Executive Board and full membership:
 - a. County Coordinator for Program (3 year term) (renewable)
 - b. County Coordinator for Community Outreach (2 year term) (renewable)
 - c. Scholarship Chair (2 year term) (renewable)
 - d. Marketing Chair (3 year term) (renewable)
6. Appoint committees and delegate responsibilities with advice of Executive Board.
 - a. Communicate committee members' job descriptions/ responsibilities.
 - b. Check progress of committees and request reports.
7. 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.
8. Subscribe to and read UPDATE, keep current on district and state activities, and share information with members.
9. Prepare monthly President Letter and contribute other articles/informational resources/news clips to each issue of ACCENT.
10. Co-sign on county checking account with Treasurer.
11. Distribute and receive all clubs' disbanding forms, pass to treasurer for file.
12. Sign all vouchers and present to Treasurer for payment.
13. Provide mentoring services to the President Elect.
14. Record the club history for term in office.

Qualifications:

1. Understand the philosophy of Wisconsin Association for Home and Community Education.
2. Strong leader: organized, excellent communicator, problem solver, collaborative, and demonstrate integrity in leadership.

Term: Two years as President and one year as Past President.
(Renewable term as President)

Time Commitment:

1. Attend and participate at 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 UW Extension staff.
5. Prepare and review articles, informational clips, spread sheets, agendas, and other written communications.
6. Create and respond to email, letters, and phone calls.