

Extension Homemaker Club President-Elect

Volunteer Position Description

Extension Homemaker Club President-Elect
Cooperative Extension Service
University of Kentucky

POSITION TITLE:

Extension Homemaker Club President-Elect

TIME REQUIRED:

- Terms for club president-elect are designated by club's constitution and bylaws.
- President-Elect is expected to attend regular club meetings
- Additional time as needed for special called meetings, preparation for meetings, and implementation of homemaker projects.

LOCATION:

County Extension Office, virtual meetings, or community sites

GENERAL PURPOSE:

The president-elect is responsible for assisting the club president as needed and preparing to hold the office of club president

SPECIFIC RESPONSIBILITIES:

- Assist the president and perform all assigned duties during their term of office
- Prepare for the office of president by accompanying the president at various meetings and functions
- Attend business and special meetings for club
- Work with club officers and chairmen for the benefit of the county organization
- Serve as voting delegate at county meetings
- Promote KEHA and its related programs, contests and activities
- For more information, see KEHA website for complete state president-elect position description (keha.org)

QUALIFICATIONS:

- Applicants must complete volunteer application and screening process
- Provide own transportation to meetings and activities
- Must be a member of KEHA
- Understand basic parliamentary procedures and have a general knowledge of local constitution and bylaws
- Must have written, verbal and organizational skills
- Recommended to have previously served as a club officer
- See local constitution and bylaws for position guidelines

BENEFITS:

- The opportunity to work with and lead youth and/or adults, providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards
- Research shows that volunteering promotes improved health
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by KEHA and FCS agent
- Extension professionals will be available for consultation

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky.

SUPERVISOR: (County Extension Agent responsible and accountable for this position)

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

e-mail:

"I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."

SIGNATURES:

Signature of volunteer

Date

Signature of supervisor

Date

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.