

County Extension Homemaker Secretary

Volunteer Position Description

County Extension Homemaker Secretary
Cooperative Extension Service
University of Kentucky

POSITION TITLE:

County Extension Homemaker Secretary

TIME REQUIRED:

- Terms for County secretary are designated by local council's constitution and bylaws.
- Secretary is expected to attend regular council meetings, as well as annual and special called 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:

Provide accurate written minutes of all county meetings, serve as an aide to the president, and provide a safe repository for official records. Record keeping may be done in conjunction with County Extension office.

SPECIFIC RESPONSIBILITIES:

- Take minutes at Homemaker business, annual and special meetings
- Prepare meeting minutes and have them ready for distribution
- Handle correspondence as requested by the County President
- Work with County Extension Agent to preserve archived minutes, annual reports, financial reports, and any other historical data
- Promote KEHA and its related contests and activities
- For more information see KEHA website for complete state secretary 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
- Must have served or be serving as club Secretary in the County Homemaker Association
- Must have written, verbal, and organizational skills
- See county constitution and bylaws for additional 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.