

# KEHA Manual

## Organizational Materials Guide

**Contents:** This section contains materials on organizing and maintaining the Kentucky Extension Homemakers Organization. Information is included on how to organize a Homemakers Club or County activity/event and how to write reports as well as the responsibilities of and suggestions for training Officers and Chairmen.

## FORM A CLUB

### Step I: Preparation

- A. Determine the interest of persons in the identified geographic area (neighborhood, block, community) who might wish to participate.
- B. Be sure the opportunity is open to everyone regardless of race, color, age, gender, religion, disability or national origin.
- C. Establish the availability of either public or private location(s) to hold meetings (homes, schools, libraries, etc.).
- D. Consider best time of the year for organizing.
  - 1. Fall, when people are interested in new beginnings, or
  - 2. After the first of the year when holidays are over and boredom sets in.
- E. Collect organizational materials for the new club to review.

Have examples of Bylaws, yearbooks or other written information of existing clubs available.
- F. Arrange for an experienced resource person(s) such as a County Extension Agent for Family & Consumer Sciences or active member to give an oral presentation on Extension Homemakers and what they do.

**All homemaker clubs must sign a statement of compliance form to guarantee no discrimination takes place. These can be found in the *Appendix*.**

## **Step II: Invitation**

- A. Arrange for a meeting place. Set a date and a time mutually agreeable to most of the interested persons.
- B. Invite interested persons to attend. Give one or more weeks prior notice.
  - 1. Written invitation is good for correct time, place and date.
  - 2. Oral invitation is good for personal contact.
  - 3. Written invitation followed by a personal call is best.
  - 4. Media notice (radio, newspaper, TV) to reach others interested.

## **Step III: Arrangements and Agenda**

- A. Conduct first meeting, making it cheerful and informal.
  - 1. Arrive early to check room set up.
  - 2. Work with hostess if it is a home meeting site.
- B. Greet guests and make them feel welcome. If refreshments are planned, consider using at the beginning as part of the get-acquainted exercise.
- C. Provide nametags.
- D. Plan a get-acquainted exercise to help establish a sense of group.
- E. During the meeting try to involve all the attendees calling them by name.
- F. At the end of the meeting try to set up a second meeting. Have a couple dates in mind that you can offer.
- G. Send a write up of the meeting to the local newspaper. Include attendee's names if possible.

NOTE: A variety of forms, certificates and information sheets designed to help Homemakers clubs on all levels are located in the *Appendix*.

## **GUIDELINES FOR HOMEMAKERS CLUBS**

A Homemaker club is an informal learning setting for you and your club members. Programs offered by the Family & Consumer Sciences agent in the Cooperative Extension Service are all researched based information from the University of Kentucky.

These general guidelines should be considered by each club as part of a complete Homemakers program. Clubs must work within the framework of the county, area and state program, tailoring it to your club members' needs. You should emphasize and enlarge upon your club's main interests and minimize and retain those of lesser interest.

These guidelines are subject to review annually by a committee appointed by the county board. The committee should include the F&CS agent and a few members of different clubs. Attention should be focused on state initiatives and the mission of the Kentucky Extension Homemakers Association.

1. Elect officers – president, vice-president (or president-elect), secretary and treasurer. The secretary and treasurer's offices may be combined..
2. Pay dues. Each member must pay dues to the county, area and state Homemaker Associations.
3. Club should have bylaws, statement of compliance and club goals.
  - a. To be reviewed annually by members.
  - b. Copy on file at extension office.
  - c. Each member should be provided with a copy of the bylaws.
4. Club should have at least 6-8 active members.
  - a. Can be less – but more members will spread the responsibilities.
  - b. There is no maximum number of members
  - c. No waiting lists.
  - d. No restrictions as to race, religion, gender, age, disability, national origin.
5. Club must work within the framework of KEHA
  - a. Follow the mission of a volunteer organization that works to improve the quality of life for families and communities through education and leadership development in cooperation with the University of Kentucky Extension Service.
6. Clubs should have orderly meetings using parliamentary procedures.
7. Club has educational lessons
  - a. Lesson provided by Extension service.
  - b. If the lesson provided by outside resource, make sure the information is factual and researched. The F&CS agent can advise you.
8. Clubs should participate in county, area and state activities.
  - a. Be sure information on upcoming events is presented in a timely manner.
9. Clubs should recognize members' support and participation in whatever form your club chooses such as verbal, thank you notes, certificates and awards.

10. Clubs should encourage members to submit for county, area and state offices when qualified.
11. County Council meetings
  - a. President or representative must attend County Council meeting.
  - b. Board members meet before a council meeting to set agenda.
  - c. Clubs should encourage members to carry notebooks to meetings to record information they receive.
12. Each club should send suggestions annually to the extension office for the following year's program lessons.
12. County subject matter chairmen may act as hostesses for leader training lessons.
13. Established clubs should consider sponsoring new clubs.
  - a. When recruiting members, find their interest and develop a club to meet those interests and needs
  - b. Help new club establish bylaws
  - c. Help establish meeting procedures
  - d. Help officers in their duties
  - e. Present a few educational and fun lessons
  - f. Exchange visits between clubs

## **AWARENESS**

Every member should be aware of:

1. County F&CS agent sends a newsletter to each member. The newsletter contains dates of training sessions, articles of interest and county, area and state activities.
2. Members may request information on a specific interest from the extension office usually at no charge.
3. Meetings and training sessions are provided by extension service for each major and supplementary lesson.
4. County chairmen and officers are available to help clubs and their members.
5. Any club and its members may help any other club and its members.
6. Any member may visit another club's meeting in order to make up a missed lesson provided they first contact that club.
  - a. Perfect attendance awards are to be regulated by each county.
7. Listings of other club's meeting days and the president of each club are provided to each President.

## **DUTIES OF ELECTED OFFICERS**

### **President**

- responsible for program and activities
- presides at meetings and keeps order
  - \* is accessible and enthusiastic
  - \* is knowledgeable about bylaws and parliamentary procedure
- calls executive board meetings
- appoints committee chairmen
  - \* sees that committee chairmen collect any lesson material and other information
  - \* helps chairmen when necessary and follows up to make sure they do their job
- club's official delegate and spokesman at regular and special county, area, state and national meetings
- Makes sure all reports are sent to the extension agent or county officers as required and on time

### **1<sup>st</sup> Vice-President or 2<sup>nd</sup> Vice-President**

- serves in president's capacity if president is unable and aids president in every way
- serves on club's executive committee
- chairman of club's membership committee
  - \* responsible for club's annual membership drive
  - \* responsible for membership recognition
  - \* responsible for sending enrollment cards to the extension office and keeps the office up to date on membership numbers and changes
- keeps members aware of activities and club functions

### **Secretary**

- serves on club executive committee
- records minutes of monthly meetings
  - \* responsible for roll call
- handles club correspondence

### **Treasurer**

- serves on club executive committee
- records financial transactions following state financial guidelines
- pays approved bills
- collects members dues and forwards to the county treasurer by the date due
- submits books for audit or review
- gives a treasurer's report at club meetings
- helps prepare yearly budget

# SAMPLE CLUB BYLAWS

## I. Name

The name of this organization shall be the \_\_\_\_\_ Homemakers Club.

## II. Purpose

To improve the quality of life for families and communities through education and leadership development in cooperation with the University of Kentucky Cooperative Extension Service.

## III. Membership

- A. Membership shall be open to any person regardless of race, color, age, gender, religion, disability or national origin.
- B. It is suggested that prospective members visit the Club twice before placing their names on the roster.
- C. If a member misses more than three consecutive meetings, the Club Membership Chairman should contact him/her.
- D. Each member will be expected to serve as a lesson leader as needed and assist in bringing back the lesson to the Club.

## IV. Dues and Other Income

- A. State annual dues
- B. Determine any other item of expense for the Club to vote upon.

## V. General Information

- A. State time and place for meetings.
- B. If a hostess is assigned, each club member who brings a visitor to the Club Meeting should notify the hostess in advance. Members should also notify them if they are not attending.

## **SUGGESTED AGENDA FOR CLUB BUSINESS MEETING**

1. Call to Order by President
2. Inspiration (optional) Resource KEHA Inspirational Booklet
3. Thought for the Day Resource KEHA Recreation Booklet
4. Educational Lesson
  - \* Major
  - \* Supplementary Mini-Lesson (optional)
5. Roll Call by Secretary
6. Reading of Minutes of Previous Meeting by Secretary
7. Treasurer's Report
8. President's Report (including announcements, information from County Council Meeting and other comments)
9. Committee Chairmen Reports
10. Unfinished Business
11. New Business
12. Adjournment

## RULES OF ORDER FOR A BUSINESS MEETING

Why are meeting rules often called, “Parliamentary Law”? In the thirteenth century, the word *parliament* was used to describe any important meeting held for the purpose of discussion. Soon after, the English national assembly became known as Parliament and in 1340 contained the House of Lords and the House of Commons. The rules established for these bodies, “Parliamentary Law”, have over time evolved into our meeting rules of today. The bylaws of an organization should adopt a parliamentary authority for general guidelines. This is often the current edition of, “*Robert’s Rules of Order, Newly Revised*”.

### A. Purpose of Rules

Following basic rules for meetings will:

1. Protect the rights:
  - \* of the majority,
  - \* of the minority, especially a strong minority – greater than 1/3,
  - \* of individual members,
  - \* of absentees, and
  - \* of all these together.
2. Provide methods to move the group’s business along smoothly and in a courteous manner.

### B. Procedures for Conducting a Meeting

#### 1. Agenda

Prior to a meeting, the presiding officer should prepare an agenda listing the items of business to come before the group. She should confer with the Secretary to see what unfinished items of business should be carried forward to the meeting. It is wise to get input from other officers, as well.

2. Unless the meeting is very informal, it is best for the presiding officer to sit in front of the group where she can be seen with the parliamentarian and the secretary sitting on either side, so she can quickly and quietly confer with them if necessary.

### C. Duties of the Presiding Officer, or Chairman

1. The Chairman opens the meeting at the appointed time. Stand and say, “The meeting will come to order.”
  - a. The use of a gavel has greatly diminished in modern times. However, if desired, the Chairman may rap once to call the meeting to order, to bring the meeting back to order if necessary, and to close the meeting.
  - b. The Chairman must be knowledgeable of the different motions, how they are processed and be prepared to handle troublesome areas with confidence.
  - c. The Chairman must be familiar with parliamentary procedures and how to apply them, following the bylaws and any special rules of the assembly.
2. The Chairman conducts the meeting in a firm, polite and patient way.
  - a. Should stand when speaking, unless it is a small meeting and everyone can see and hear her easily. May sit during debate, but must give full attention, correcting errors in the discussion and procedure if necessary.

- b. Does not enter into any question for debate and must maintain the appearance of impartiality at all times. There may be rare times when the Chairman wants to speak on a subject. To do so, the Chairman must vacate the chair to another officer. She may not resume the chair until the pending question has been voted on and decided.
- c. Protects the assembly from disruptions, annoyances, or undesirable interruptions. This includes asking that cell phones be turned off or placed on “mute”.

#### D. Procedures for Conducting Business

Motions are the method for business to be brought before the assembly.

1. Requesting recognition and stating the motion
  - Speaker: “Madam Chairman, my name is \_\_\_\_\_, a member of \_\_\_\_\_.”
  - Chairman: “The chair recognizes \_\_\_\_\_ (Speaker’s name).”
  - Speaker: “I move that, \_(state motion exactly as desired)\_.”
  - Member: “Second” (A member may say “Second” without first receiving recognition from the Chairman. All motions coming from the assembly must be seconded before being considered).
  - Chairman: “The motion before the group is, \_(repeats motion exactly)\_.”
2. Discussion follows led by Chairman. If possible, the Chair tries to recognize one person speaking for the motion then one speaking against the motion.
3. Closing discussion and voting
  - Chairman: “Is there any further discussion?” (pause) “If not, the motion before the group is (restate the motion exactly as proposed). Those in favor vote by \_\_\_\_\_. (Pause) Those opposed, vote by \_\_\_\_\_. Then the Chairman must state the result, either “Motion carried” or “Motion defeated”.

(The Chairman must state how the vote on a motion is to be given. Members can raise hands for a “yes” or “no” vote or say “Aye” or “No”. The Chair must advise members of the method to use. Otherwise, confusion may result. There are other methods such as members standing or ballot voting. The parliamentary authority should be consulted regarding these methods as they are not used as often.)

- Notes:
1. The best method of entering motions is to have the maker write it on a motion form and hand it to the Chairman.
  2. In a small meeting where members are known, the recognition process and the discussion may be much less formal as long as all the proper steps are followed.

*“The chairman should never be stricter than is necessary for the good of the meeting. But within that pattern, parliamentary procedure should normally be followed as a matter of course if it is to work well. It’s not something to look to only when you get into trouble.”*

*Robert’s Rules of Order, Newly Revised, 10<sup>th</sup> Edition*

## A SUGGESTED BUSINESS MEETING AGENDA

Before the presiding officer calls a meeting to order she must determine that a quorum is present, although she need not announce it. The bylaws should state what that is, such as “a majority” of the membership. The organization’s business cannot be conducted if there is not a quorum.

The chairman or president then stands and calls the meeting to order. (It is not proper to list a “CALL TO ORDER” as the first item in an order of business or agenda, as is often incorrectly done. (Robert’s Rules of Order, Newly Revised, 10<sup>th</sup> Edition, pg. 25)

INSPIRATION            (Inspiration or prayer always goes before patriotic songs, poems or the pledge to the flag.)

PLEDGE TO THE FLAG    (optional)  
(any other opening ceremonies)

The actual business meeting starts here.

1. Reading and approval of Minutes (See Robert’s Rules for further information)
2. Reports of other Officers, Boards and Standing Committees  
    Treasurer’s report (This may consist simply of a verbal statement of the balance on hand. Such a report requires no action by the assembly.)
3. Reports of Special Committees
4. Special Orders        (Matters previously assigned a special priority, such as being taken up at a certain time.)
5. Unfinished Business    (Matters previously introduced which have come over from a previous meeting.)
6. New Business         (Any new business to come before the group.)
7. Good of the Order, General Good & Welfare or Open Forum    (optional)  
    (After the completion of new business the chairman may proceed to one of these headings. General announcements and comments other than regular business items may go here.)
8. Program                (A special program is usually presented before the meeting is adjourned. However, it can be received before the minutes are read. If the chair wishes a talk to be located at an unscheduled point within the business portion of the meeting, he can usually obtain unanimous consent by simply announcing, “If there is no objection, we will hear our speaker’s address at this time.”

When the Chairman is sure all the business of the meeting is through, he may say, “If there is no further business, the meeting is adjourned.” This is called, “Unanimous Consent” and does not require a vote.

## FORM A COUNTY COUNCIL

### Step I: Preparation

- A. Determine number of Clubs in the County interested in forming a County Council.
- B. Be sure the opportunity to participate is open to everyone regardless of race, color, age, gender, religion, disability or national origin.
- C. Establish the availability of public or private meeting place(s) (homes, schools, libraries, etc.)
- D. Arrange for a resource person, such as the County Extension Agent for Family & Consumer Sciences to give an oral presentation on the purposes of a County Council.

### Step II: Planning Meeting

- A. Arrange for a meeting place. Set time and date mutually agreeable to most of the interested persons.
- B. Invite representatives of Clubs within the County to attend, giving at least one month prior notice.
  - 1. Written invitation is good to be sure of correct time, place, date.
  - 2. Oral invitation is good for personal contact but not always possible due to distances.
  - 3. Best – both written invitation followed by a personal contact.
  - 4. Media notice (radio, TV, newspaper, etc.) to reach others.

### Step III: First Meeting

- A. Arrive early and set up meeting room. Make it cheerful and informal.
- B. Greet Club representatives and make them feel welcome. If refreshments are planned, consider serving first as part of a get-acquainted period.
- C. Provide nametags with both individual and Club names.
- D. Plan a get-acquainted exercise to establish a sense of group.
- E. Plan an oral presentation telling what County Council is and what members do.

- F. Have available resource person(s) to make known the duties and responsibilities of a Council. (Duties will vary with counties.) Example:
1. Function of Program of Work Chairman and how they arrange to give programs.
  2. Program planning for the year.
  3. Attending and hosting Area Meetings.
  4. Serving on County Planning Committees and advisory boards.
  5. Working with other volunteer organizations on community projects.
  6. Serving as host/hostesses for State Meetings.
  7. Planning a money making project.

#### **Step IV: Organize**

- A. Have on hand Bylaws, rules or written information on other County Councils for reference.
- B. Choose an Acting Chairman for the Council and set up a plan for elections at the next (or a later) meeting.
1. If persons are well organized, they may want to go ahead with election of officers at this meeting.
  2. When election is held, have materials on hand pertaining to the duties of each office.
- C. Set up a schedule of time and places for meetings and follow as closely as possible for continuity.
- D. Appoint a Committee to write Bylaws or rules under which the Council will operate.
- E. Involve as many Clubs as possible in the Council operation to keep up interest. Give each Club some responsibility for making the Council a success.

- F. Make known that all Clubs are welcome. If Club officers cannot attend, encourage sending alternatives.
- G. Consider benefits, responsibilities and costs of joining the State Association.
- H. Be friendly and helpful. Recognize everyone attending and taking part.
- I. Be enthusiastic and encouraging.

**Step V: Committees and Chairmen**

- A. Once a Council is established, Committees needed to operate the Council should be appointed, such as:
  - 1. Budget, hospitality, nominations, finances, program, etc., and
  - 2. Program of Work Chairman is usually the same as on State level.

Resources: County Extension Office and/or KEHA *Appendix*.

## **SUGGESTIONS FOR A COUNTY COUNCIL\***

The County Homemakers Council may be made up of the County Homemakers Officers, Chairmen and Homemakers Club Presidents. This Council meets as needed to plan and coordinate County programs.

The County President and/or the Executive Committee and the County Extension Agent for Family & Consumer Sciences work together to plan a Council Meeting. Set a date, time and location for the meeting. Send a meeting notice to County Council members. Plan the agenda for the meeting. Check the Secretary's minutes of the previous meeting to plan the old business. Keep in mind upcoming County, Area and State events, which need to be included in new business.

### **Responsibilities and Suggestions for Council Members**

Know your Club's and County's planned programs for the coming year and be enthusiastic about them.

Help Homemakers members and others in your community to understand and participate in County, Area and State Extension programs.

Attend all Council Meetings so you'll know what's going on and report back to your Club on the meeting.

Share suggestions from your Clubs with other Council members.

Keep your Club informed of County, Area, and State events and encourage them to attend these events.

New Homemakers members and new Homemakers Clubs from time-to-time need assistance or just a word of encouragement. Help provide support for new members and new Clubs (i.e., attend a monthly meeting of a new Club.)

Participate in planning your County and Area programs.

Be familiar with your County Constitution and the KEHA Bylaws.(See *Handbook*.)

Support your County 4-H Youth Development programs through helping provide leadership

\*These suggestions should in no way be interpreted as "the law" in working with Councils. Councils should function in a manner that meets the needs of the local clientele.

## **SAMPLE BYLAW ARTICLES**

The number of bylaw articles will be determined by the size and activities of the organization adopting them. They should correspond to the umbrella or state organization if there is one. The articles listed below should prove helpful in the framing a set of bylaws. Articles are commonly designated in capital letters with Roman numerals, sections with Arabic numerals and sub-paragraphs with small letters.

“Robert’s Rules of Order, Newly Improved, 10<sup>th</sup> Edition”, contains more detailed information. If your group has bylaws now, you can use the following as a check list to help you determine if they contain all they should to outline the officer’s duties, protect the members and smoothly move business forward. You may have more articles than this if needed.

### **ARTICLE I – Name**

This should be the full, official name of your group.

### **ARTICLE II – Object**

A statement of the reason your group was formed and broad enough to cover anything you may want to do as a group.

### **ARTICLE III – Membership**

Eligibility requirements, dues, etc. should be listed.

### **ARTICLE IV – Officers**

List qualifications, duties and term of office for each officer. Include all information about the process of nomination and election, rules for succession and filling vacancies.

### **ARTICLE V – Meetings**

This should include dates of regular meetings, special meetings and other meetings. Include who calls the meeting, how and the time the meeting notices should be sent out. A quorum must be stated. This is the number or percent of members who must be present before business can be transacted.

## ARTICLE VI – Executive Board

If you have an executive board, list all details regarding the board’s authority and responsibility, how members are elected or appointed, any special rules and details of the board’s powers.

## ARTICLE VII – Committees

List regular standing committees. Also the authorization for forming additional standing committees in the future if needed.

## ARTICLE VIII – Parliamentary Authority

All ordinary societies should list a parliamentary authority. The Robert’s Rules title printed above on this page is by far the most widely used.

## ARTICLE IX – Amendment

The precise requirements for amending bylaws including the size of the majority needed to amend the bylaws and the notice required to be given to the members before the meeting at which the voting takes place.

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Your group may also have any “Standing Rules” or “Special Rules” that you need. Standing rules and Special Rules are defined in Robert’s Rules. Standing Rules are printed and placed behind the Bylaws.

## **SAMPLE AGENDA FOR COUNTY COUNCIL MEETING**

Date\_\_\_\_\_ Place\_\_\_\_\_

1. Call to Order -- County President
2. Roll Call -- County Secretary
3. Minutes -- County Secretary
4. Treasurer's Report -- County Treasurer
5. Reports from County Chairmen
6. Unfinished Business
7. New Business
8. Comments from County Extension Agent for Family & Consumer Sciences
9. Announcements

## **SUGGESTIONS FOR COUNTY ANNUAL MEETING**

The purpose of a county annual meeting is to review what has been accomplished during the past year. It also can be used for discussing current and future educational programs and leadership opportunities. The following are suggestions for planning a county annual meeting:

- \* County president appoints nominating committee (refer to county bylaws for guidelines).
- \* County Extension Agent for Family & Consumer Sciences and county officers meet and set time and date for meeting.
- \* County president appoints committees for annual meeting: program; arrangements; and hostess.

### **Program Committee Responsibilities**

(Should meet at least three months prior to annual meeting.)

- \* Plan meeting agenda.
- \* Secure speaker (check budget).
- \* Plan awards recognition - order ribbons, certificates, etc.
- \* Plan county chairmen reports and how they will be given.
- \* Plan guests to be invited and who will invite them.

### **Arrangements Committee Responsibilities**

- \* Make meal or refreshments arrangements, reservations, etc.
- \* Select theme, decorations for meeting and possible program cover.
- \* Order corsages, if needed.
- \* Make arrangements for nursery service, if provided.
- \* Appoint an exhibits subcommittee, if appropriate.

## **Hostess Committee Responsibilities**

- \* Arrange for nametags or make arrangements for clubs to do their own.
- \* Host a registration table, if registration is done at meeting.
- \* Arrive 45 minutes prior to meeting.
- \* Greet guests and speakers, and seat them.
- \* Distribute programs.
- \* Assist with ballot distribution and collection, if officer election is held.

## **ORGANIZE A SPECIAL EVENT**

National, state, area and local events are conducted by members. The following steps are designed to help in planning and implementing a successful event such as a special interest workshop, a day camp for children or a holiday bazaar.

A planning committee for overall coordination is usually appointed by sponsoring organization and given charge for event.

### **Steps for Planning Committee**

#### **I. Establish Overall Framework**

- A. Set purpose, objectives/goals of leadership event.
- B. Select theme.
- C. Determine audience – i.e. who will be included as participants (officers, members, educational committees, public).
- D. Determine the length of the event – i.e., one day, two days, four hours.

#### **II. Prepare Tentative Program**

- A. Select content:
  1. Keynote speaker,
  2. Classes to be offered and possible instructors, and
  3. Entertainment (optional).
- B. Budget for financing event through registration fees, donations, etc.
- C. Identify needed committees and develop timetable for event:
  1. Program,
  2. Resources,
  3. Publicity and
  4. Committee deadlines.
- D. Complete other planning:
  1. Lodging and
  2. Food.

#### **III. Appoint subcommittees and define duties (events, location, and resources dictate size of committees). Major committees and duties may include:**

- A. Program:
  1. Prepare program content and format,
  2. Contact and confirm speakers,
  3. Select presiders/facilitators,
  4. Prepare and arrange for printing of the program,
  5. Arrange for printing of teaching materials,
  6. Arrange for entertainment,
  7. Prepare evaluation form, and
  8. Arrange for gifts for speakers.

- B. Facilities:
  - 1. Select site and make final commitment,
  - 2. Arrange for meeting rooms and room seating,
  - 3. Arrange for necessary equipment,
  - 4. Arrange for menus,
  - 5. Arrange for lodging, if necessary,
  - 6. Arrange for transportation, if necessary,
  - 7. Prepare signs, if needed, and
  - 8. Arrange childcare, if provided.
- C. Registration:
  - 1. Prepare registration form,
  - 2. Prepare and distribute registration packet,
  - 3. Prepare name tags, and
  - 4. Register participants at event.
- D. Publicity:
  - 1. Prepare news release and
  - 2. Arrange for TV/newspaper publicity and event coverage.
- IV. One week prior to event:
  - A. Prepare and implement checklist.
  - B. Verify facilities, speakers, etc.
- V. Following event:
  - A. Write thank you letters to resource persons and other helpers.
  - B. Write final budget report.
  - C. Write final report including evaluation.
- VI. Reminders:

Keep officers and committee chairmen informed of progress. Confirm all speakers, facilities, etc. in writing. Keep records and copies of all pertinent information, letters, bills, etc.

## DEVELOP A COUNTY PROGRAM OF WORK

### Step I: Organization Direction

Once needs and interests are clarified and determined, decide what you want to do within the Extension Homemakers organization to respond to the needs and interests of people in the state, county and community. Examples:

- A. Statewide projects;
- B. County and State Meetings;
- C. Club study lessons for groups or individuals; and
- D. Others.

### Step II: Program of Work

Build a strategy for developing and carrying out the various components identified in Step I, i.e. who does what, when, and how. Prepare a work sheet for the Program of Work including:

- A. What is to be done;
- B. How it is to be implemented;
- C. Who is responsible;
- D. When program components are to be completed;
- E. What resources are needed:
  - 1. Identify what resources can be derived from the Extension Homemakers organization itself:
    - a. Trainers,
    - b. Volunteer time,
    - c. Expertise, and
    - d. Finances.
  - 2. Identify what resources can be provided by CES:
    - \* Expertise,
    - \* Resources,
    - \* State/county support, and
    - \* Networking with other agencies and organizations; and
- F. How efforts will be evaluated and reported:
  - \* Baseline data,
  - \* Measure of accomplishment,
  - \* Aggregating state report and
  - \* Distribution of report.

NOTE: Information on KEHA Program of Work is in the Handbook. Fact Sheet on KEHA Program of Work & Report forms is located in the *Appendix*.

## SAMPLE YEAR'S PROGRAM OF WORK

<b>Month</b>	<b>Major Learning Session</b>	<b>Mini Session (Optional)</b>	<b>Special Date and Event</b>
July	Five-a-Day: Fruits and Vegetables	Food Safety in Your Kitchen	New Officers assume duties County Fair
Aug.	Keys to a Good Homemakers Lesson	"Look of Fall"	Educational Tour State Fair Cultural Arts Camp
Sept.	Clothing Recycling Your Wardrobe	Landscaping	County Advisory Council
Oct.	Money Management for Seniors	Book Review	Area Annual Meeting Kentucky Extension Homemakers Week
Nov.	Peacemaking and Children	Gifts from the Kitchen	Area Council Area/District Planning Meeting
Dec.	Holiday Program and Party		Holiday Candle lighting
Jan.	Repair of Small Appliances	Mail Out	County Advisory Council (Program Planning to meet needs discussed)
Feb.	Food Pyramid for County	Book Review	International /Global Program
March	Safeguarding Your Home	Recreation Ideas for Bringing the Family Together	
April	Family Insurance Needs	Snacks for Children	County Advisory Council 4-H Revue
May	Quality of Drinking Water	Inexpensive Weekend Trips	KEHA State Meeting Elect & Install Officers
June	Cholesterol and Fats in Diet	Report of State Meeting	Train Officers Year End Reports

## SUGGESTIONS FOR OFFICER TRAINING

### Resource Materials

KEHA Manual  
County Bylaws  
Schedule of Lessons and Activities for the Year  
Schedule of Club Business  
Officers' Packets (compiled in County Extension Office)  
Record of Homemakers Club Meetings  
Minutes of State Board Meetings  
Organizational leaflets:  
    \* Recreation leaflet  
    \* Inspirational leaflet  
    \* *KEHA Book List*  
Statistical Breakdown of County Membership (membership profile)  
Books on Parliamentary Procedure (may be available in local library) such as *Roberts' Rules of Order, Newly Revised*

### Resource Persons

County Officers (current and out-going)  
Area Officers  
State Officers  
County Extension Agent for Family & Consumer Sciences  
District Director  
Assistant Director of Extension for Family and Consumer Sciences

NOTE: A variety of forms, certificates and information sheets to help Homemakers Clubs on all levels are located in the *Appendix*.

## **SUGGESTIONS FOR CLUB PRESIDENT**

Your Club has honored you by selecting you as their President. Congratulations!

With honor comes added responsibility. Much of your Club's success depends upon your leadership in planning, involving others and following through on what is planned.

Remember that the most important purpose of a Homemakers Club is to have an educational program in home economics and family living. As you and your fellow Club members get new ideas and learn new skills, you enjoy the fun and fellowship that comes with working together.

### **To Be a Good President**

- Like people and be sensitive to their feelings and needs.
- Appreciate the abilities and talents of your fellow Club members.
- Be a good follower as well as a good leader; a good listener as well as a good talker.
- Know your Club's planned program for the coming year and be enthusiastic about it.
- Know basic Parliamentary Procedures and how to conduct a meeting.

### **Responsibilities and Suggestions**

- Attend County Council Meetings and other County planning and training meetings.
- Report back to your Club on all Council Meetings as well as on other information (such as a County President's letter) you might receive from the County Extension Office.
- Tell your fellow Club members about special workshops being held.
- Have a planning meeting with your Club's officers and Chairmen before the first meeting of your Club year.
- Plan ahead of time for Club meetings. Check before the meeting to make sure the people on the program are ready with their part on the program.
- Preside at your Club meetings. (Tip: You're more effective if you stand when presiding.)
- Start and adjourn meetings on time.

## **SUGGESTIONS FOR CLUB 1<sup>ST</sup> and/or 2<sup>ND</sup> VICE-PRESIDENT**

- Support your President and the other officers of your Club.
- Carry out the duties of the President in the event of the President's absence or disability, or as requested.
- Know your Club's planned program for the coming year and be enthusiastic about it.
- Know basic Parliamentary Procedure and how to conduct a meeting.
- Have a basic understanding of your Club Bylaws and the County Bylaws.
- Attend the Planning Meetings, Executive Committee Meetings or any other meetings called by the President.
- Serve as Chairman of Club Membership Committee according to provisions of the Bylaws.
- Give the Membership Report and keep the Secretary and the County Extension Agent for Family & Consumer Sciences informed of any changes in membership.
- Try to recruit new Homemakers Club members in your community and welcome them to your Club.
- Send your Club Membership Report to the County Membership Chair.
- Inform citizens that Homemakers Clubs are open to any person regardless of race, color, age, gender, religion, disability or national origin.

## **SUGGESTIONS FOR CLUB SECRETARY**

- Keep an up-to-date roll of your Club members. (Roll should be taken at each meeting.)
- Record minutes of all Meetings. Remember to make an accurate record of all items of business voted on by the Club. Good minutes include:
  - \* Type of Meeting;
  - \* Name of Club;
  - \* Date and Location of Meeting;
  - \* Record of What was Done, i.e., what motions were made, and if they passed or failed; and
  - \* Brief Summary of Each Committee Report Given.
- Each Secretary's Book contains Monthly Club Reports to your County Extension Agent for Family & Consumer Sciences. Fill out this report and send it to the Agent immediately after your Club meeting each month.

Agent:

Address:

- Carry on correspondence of the Club and if asked to do so, make requests and issue invitations in the name of the Club.
- Take roll at club meetings
- Attend the Planning Meetings, Executive Committee Meetings and any other meetings as called by the President, and record minutes.
- Know basic Parliamentary Procedure and how to conduct a meeting.
- Carry out duties of President and/or Vice-President in case of absence of these officers.
- Fill in and submit monthly club report to County Extension Office.

## GUIDELINES ON WRITING MINUTES

The minutes of the organization become the permanent record of the groups actions. The minutes are a record of fact, not opinion. They record what was done and not what was said. An absent member should be able to read the minutes and have a clear understanding of what business was transacted at the meeting. Always use full names i.e.: Nancy Jones not Ms. Jones. Take notes on separate paper and then rewrite minutes soon after while it is still fresh in your mind.

The following guidelines suggest a format which will aid you in preparing the minutes of each meeting.

**I. The first paragraph should include:**

- A. the kind of meeting (regular, special, annual, etc.)
- B. the name of the group
- C. date and location of meeting
- D. whether or not the president and secretary were present and in their absence the name of their substitute
- E. the disposition of the minutes of the last meeting

**II The body should include:**

- A. a separate paragraph for each topic
- B. the exact wording of all main motions, except those withdrawn, the name of the member who introduced the motion, and if the motion passed or failed.
- C. resolutions, the exact wording immediately before being voted upon, (Be it Resolved ....)
- D. all amendments and their disposition
- E. all points of order and appeals, whether sustained or lost, and reasons given by the chair for the ruling

**III Closing**

- A. the last paragraph of the minutes should contain the hour of adjournment
- B. the minutes should be signed by the secretary or the person who took the minutes.

## **SUGGESTED ORDER OF MINUTES**

1. Date
2. Call to Order
3. Place, Hour of Meeting
4. Presiding Officer
5. Number of Members Present
6. Response to Roll Call
7. Opening Exercise
8. Statement About Minutes -- corrections, approval
9. Treasurer's Report -- amount
10. Business Transacted -- all in form of motions
11. Committees or Leaders Appointed -- kind, names
12. Brief Summary of Committee Reports
13. Program -- lesson, name of leaders, important points covered, special features
14. Plans for Next Meeting
15. Statement of Adjournment

## How Long Do We Keep Records

<b>Chapter 2</b>	<b>Records</b>	<b>Retention No. of Years</b>	<b>Disposition</b>
	Vouchers	3 after audit	Destroy
	Purchase Orders	3 after audit	Destroy
	Canceled Checks	3 after audit	Destroy
	Check Stubs	3 after audit	Destroy
	Bank Deposit Slips	3 after audit	Destroy
	Bank Books	3 after audit	Destroy
	Receipts	3 after audit	Destroy
	General Correspondence	5 years	Destroy
	Minutes of Meeting	Permanent	Retain Permanently
	Treasurer's Report (Annual, Mid Year and Others)	Permanent	Retain Permanently
	Ledger of Disbursements	Permanent	Retain Permanently
	Budget (as approved)	Permanent	Retain Permanently

### Chairman Files and Reports

Outgoing chairman turns over only those files one year old or less. Chairman is to give to secretary all files over 1 year old. She will keep them for three years before disposing of unnecessary materials. Information needed for historical reference should be retained and placed in archives.

## PREPARING THE MAIL LIST FOR KEHA NEWSLETTER

Instructions for submitting county database information will be sent to county Family and Consumer Sciences agents by October 1. Please follow the instructions carefully. Questions should be addressed to Brian Fitzpatrick ([brian.fitzpatrick@uky.edu](mailto:brian.fitzpatrick@uky.edu) or 859-257-3887) or Kim Henken ([kim.henken@uky.edu](mailto:kim.henken@uky.edu) or 859-257-3887)

## **SUGGESTIONS FOR CLUB TREASURER**

Handle all monies for your Club. Before you take office, ask a Committee from your Club to make an audit of the records. All bills should be paid and the account balanced before you take over as Treasurer.

Collect dues from each member of the Club and keep a record of this. Give members a receipt when they pay dues. It will help you keep more accurate records.

Send your Club dues to the County Treasurer. (Make out your check to the County Homemakers Association).

Club donations for Pennies for Friendship, Evans/Hansen/Weldon Scholarship Fund, and Ovarian Cancer fund should also be sent to the County Treasurer. Send one check with a note stating what the check covers.

Pay bills as authorized by your Club. Keep an accurate account of all receipts and expenditures.

Make a monthly Report of Finances at each meeting.

Attend all Planning Meetings, Executive Committee Meetings and any other meetings as called by the President.

County Homemakers Treasurer's Name and Address:

## **FINANCIAL GUIDELINES**

KEHA is working with a certified public accountant to update the organization's financial guidelines and insure compliance with Internal Revenue Service, Kentucky Revenue Cabinet and Kentucky Office of Charitable Gaming rules and regulations.

**Please remove Organizational Materials Guide pages 33 and 34 from your manual.** The revised guidelines are not complete at this time. The updated pages will be posted to the KEHA website and distributed as soon as they are complete and accurate.

Questions in the interim should be addressed to the KEHA President, Treasurer, or State Advisor.

## **SUGGESTIONS FOR A COUNTY BUDGET**

### **State Dues**

State association dues are payable on the number of members as of December 1 of each year.

### **Area Dues**

Each County pays dues to the Area Association. The amount of the dues each County should pay is decided on by the Area Association.

### **Annual Meeting**

Most counties have an Annual Meeting. Plan ahead for the cost involved in your County's Annual Meeting, and include those items in your budget.

### **Delegate to the KEHA Annual Meeting**

The KEHA Annual Meeting also provides learning experiences for Homemaker members. Many counties help pay expenses for one or two delegates.

### **Training**

Workshops, leader training schools, demonstrations and other training activities sometimes require special materials. For example, a leader training school on food preparation would require certain food ingredients. An amount budgeted for training expenses would help absorb these costs.

### **4-H Youth Development**

County Homemaker Associations can support 4-H Youth Development programs in many ways.

### **Miscellaneous**

An amount of money budgeted for miscellaneous expenses can help cover expenses which are unexpected or small expenses which are not covered in other items in the budget.

### Chapter 3

### SAMPLE COUNTY BUDGET

#### Income:

Dues 200 members @ \$5.00	\$1000.00
Fundraiser	1100.00
Other support	100.00
Ovarian Cancer Donation	200.00
Scholarship Donations	<u>200.00</u>
Total	\$ 2600.00

#### Expenses:

State Dues 200@ 3.50	\$ 700.00
Area Dues 200 @ .10	20.00
Annual Meeting	400.00
Delegates to State Meeting	300.00
Leadership Training	300.00
4-H Youth Development	200.00
Special Project	200.00
Ovarian cancer Donation	200.00
Scholarship Donation	200.00
Miscellaneous	<u>180.00</u>
Total	\$ 2700.00

A budget is a guideline of how much money you plan on making and using to carry out your mission and program of work. It is not set in stone. Some line items may cost less or more or you may make more or less income. You should adjust as you go along. Each year as you review your program, you can adjust your budget for the next year accordingly.

## SUGGESTED CLUB TREASURER'S REPORT

Balance Brought Forward \$ \_\_\_\_\_

Income for this month

1. Description \$ \_\_\_\_\_

2. \$ \_\_\_\_\_

3. \$ \_\_\_\_\_

4. \$ \_\_\_\_\_

Total income \$ \_\_\_\_\_

Balance Brought Forward and Income \$ \_\_\_\_\_

Expenditures

1. \$ \_\_\_\_\_

2. \$ \_\_\_\_\_

3. \$ \_\_\_\_\_

4. \$ \_\_\_\_\_

Total expenditures \$ \_\_\_\_\_

Balance at end of the month \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
Treasurer

## **SUGGESTIONS FOR CLUB EDUCATIONAL CHAIRMEN**

Work cooperatively with the County Educational Chairman who is responsible for your program.

Attend or be represented at County Extension Leader Training Meetings when your subject matter is being taught.

Keep informed about local, county and state situations and needs; assist with program planning; consider all audiences.

Present information at Club Meetings and workshops in your subject matter field. This could either be the Homemakers Club lesson or a short report of timely information.

Help plan and/or participate in tours, field trips, special interest projects, and workshops as needed.

Report Club accomplishments and activities in your educational area to your County Educational Chairman or designated contact.

## **SUGGESTIONS FOR COUNTY EDUCATIONAL CHAIRMEN**

Work cooperatively with your County Extension Agent for Family & Consumer Science and Area Educational Chairman with responsibility for program of which you are County Chairman.

Attend or send a representative to County Extension Leader Training Meetings in your Area.

Keep informed of local, county and state situations and needs; assist with program planning. (All audiences to be considered.)

Assist your County Extension Agent for Family & Consumer Sciences and Area Chairman with plan for program evaluation.

Assist with Leader Training Meetings and workshops in your subject matter field:

- \* Assist Agent to see that facilities are ready;
- \* Call the roll and keep attendance records;
- \* Introduce Specialists or other guests;
- \* Plan with Agent to get lessons to absent Clubs:
  - Absent leader asked to attend Club Meeting where leader has been trained,
  - Trained leader to volunteer to teach for absent Club, and
  - County Chairman occasionally teach lesson; and
- \* See that room is left in order at close of meeting.

Help plan and conduct tours, field trips, special interest projects, and workshops when desired or needed.

Work cooperatively with County Extension Agent for Family & Consumer Sciences to secure information when reports of accomplishments are needed.

Submit county reports to corresponding Area Chairman.

## **SUGGESTIONS FOR AREA EDUCATIONAL CHAIRMEN**

Serve as liaison between the State Chairman and County Educational Chairmen.

Compile area report and submit to State Educational Chairmen.

Work with Area Council to coordinate Area program planning and implementation.

Serve as Chairman/Co-Chairman for Area Homemaker workshops that relate to your educational area.

Note: See Suggestions for Club, County and State Education Chairmen for more information.

## DUTIES OF COMMITTEE CHAIRMEN

General -responsible for attending major project lesson and presenting information to club members. Obtain speakers and additional resource materials to enhance lesson if desired.

-attend supplementary lessons and report to members.

-present additional information monthly from other sources if possible.

Each club, county, area will have different committees set up to the needs of their membership. They may include family, environmental, international, cultural arts, 4-H, food and nutrition, citizenship, public information, etc. Clubs are encouraged to provide heritage skills, or arts and crafts, making sure they are of quality, educational nature. Many homemakers have become successful entrepreneurs with their handicrafts. Once a year, clubs are encouraged to provide an international program to increase their cultural diversity.

**These are guidelines only. It does not mean you have to operate by them. If you have questions, check the KEHA manual or contact the state board.**

## INSTALLATION OF OFFICERS

The installation of new officers is a momentous occasion in the history of a Club. It is a time to look forward for new ideas and inspiration and a time to express appreciation to those who have brought us thus far.

To \_\_\_\_\_, our retiring President, to the officers who have served so faithfully this past term, and to the members who have contributed to the success of this happy term, we owe our gratitude and thanks. We know they are happy to pledge their loyalty, knowledge and full cooperation to their successors. Thank you for a job well done. (Applause for outgoing officers.)

(Optional) Would the outgoing officers have a few words of wisdom for the incoming officers at this time? (This is a time when some fun can be added before the dignified installation begins, by outgoing officers presenting incoming with some fun token gift related to their office, such as a stub of a pencil to the new Secretary to indicate much usage, etc.)

(Outgoing officers may be seated.)

It is an honor to be elected to serve as an officer of this Club. The members have shown their faith and confidence in your ability and have chosen you to take charge of the affairs of this Club for the coming term. Your willingness to serve and discharge the duties of your office to the best of your knowledge and ability is a big step towards making your term most successful.

**To the Treasurer --** Do you promise to keep an up-to-date financial account of all monies, expend funds as voted by the Club, and make reports as requested? Do you promise to serve faithfully to the best of your ability? Do you promise to assist the President in every way?

(Answer): I do.

**To the Secretary --** You are charged with the care of all the records and papers in an official capacity of the Club. Do you promise to keep them in good order and have them ready for your successor? As you record the story of the growth and achievement of the Club, do you promise to do so with accuracy and to serve the Club to the best of your ability?

(Answer): I do.

**To the Vice-President --** Your responsibilities are to work closely with the President and to be in charge of membership activities for the Club. Do you promise to support the President in giving positive direction to the \_\_\_\_\_ Club and to act as President when necessary, presiding at club meetings and attending council meetings?

(Answer): I do.

**To the President** - - You have been elected by the members of this Club to occupy the highest position of authority, which carries with it both honor and responsibility. You will give direction to this Club's activities, preside at all meetings, give inspiration and supervision to the work of all officers, groups and committees. Be cautious in your words and just in your decisions. It is up to you to maintain harmony, to promote friendship, to cooperate with the district, state and national projects and to set a standard of dignity and efficiency in graciously carrying out the plans of your Club so that discharge of your duties will be of lasting benefit to your Club and to your community and a great credit to yourself. Do you pledge yourself to this service?

(Answer): I do.

Do you as members of the \_\_\_\_\_ Club acknowledge these officers as your leaders during the coming year? Will you attend Club meetings whenever possible? Will you abstain from criticism and serve faithfully? It is your duty, as well as it is that of the officers, to make certain this is a more beautiful world in which to live. Do you offer them your support and full cooperation in the projects and activities of the Club?

(Answer): I do.

(Optional) Corsages or boutonniere presented to each officer. These flowers indicate our love for you and our appreciation of the responsibility you have assumed, and express confidence in your ability.

(Hand gavel to President)

By the authority vested in me as installing officer, I now declare these offices of the \_\_\_\_\_ Club duly installed, and congratulate you.

Note: Officer nomination forms are located in the Appendix.

A resource for additional installations is a book called "Installation Ceremonies for Every Group" by Pat Hines. It is published by Brighton Publications, Inc., St. Paul, MN.

## **IDEAS FOR PROMOTING EXTENSION HOMEMAKERS WEEK**

KEHA Homemakers Week is celebrated the second full week of October. Below are some ideas you can use to celebrate.

Schedule presentations with local civic clubs and address the topic “How KEHA Impacts the Community.”

Submit news articles and feature stories to local newspapers showcasing KEHA contributions and /or accomplishments. Include some “action photos.”

Send announcements to local cable TV stations for airing on community bulletin boards.

Request local businesses to announce Extension Homemakers Week on marquee signs

Ask local businesses to offer special discounts or coupons for KEHA members during the week.

Distribute KEHA brochures or other promotional items to hospitals, libraries, health offices, post office, employment office, doctors’ offices, etc..

Set up “point of purchase” demonstrations in grocery stores to deliver information on food nutrition/consumer skills.

Schedule appearances on TV and /or local radio talk shows to discuss KEHA and encourage others to become involved.

Request local TV celebrities to appear in TV-PSAs to promote KEHA.

Wear buttons promoting Extension Homemakers.

“Adopt a classroom” and have club members tutor children with limited reading skills. Plan and conduct a special learning activity for your adopted classroom.

Host a coffee for local county officials to thank them for their support of the Cooperative Extension Service and Extension Homemaker programs.

Have county judge or mayor proclaim “Kentucky Extension Homemakers’ Week” in your county.

Showcase volunteer work currently being done in local nursing homes or other projects for the elderly. Showcase volunteer work being done for youth.

Conduct Extension Homemakers programs during lunch break at local factories.

Have each homemaker member bring one potential member to a club meeting.

Set up publication display in local library and distribute Extension Homemaker materials.

Network with local Health Department to set up cholesterol screening/blood pressure testing clinic.

Present TV personality with a homemaker cookbook and ask them to recognize Kentucky Homemakers' Week.

Set up educational station at recycling centers to encourage proper sorting of recyclables.

Wear KEHA identification (badges, sweatshirts, nametags, etc) throughout the week.

Conduct a countywide public relations workshop.

Display family resource management materials at local financial institutions, or set up educational displays at grocery stores, library, school, etc

Identify the youngest and oldest extension homemaker members in your county and ask newspaper to write a feature story about why they joined extension homemakers.

Erect a “\_\_\_\_\_Extension Homemakers Welcome You” sign at the county line.

Conduct a countywide public relations contest and present an award to the club conducting the best public relations campaign.

Sponsor an event at county or local fair.

All of us promote the Extension Homemakers program and think we do a great job until someone says, “What is KEHA? What do they do? I’ve never heard of the organization.” The purpose of Kentucky Extension Homemakers Week is to get the word out. Kentucky Extension Homemakers Week is the second full week in October. Start making plans now. It’s up to you!

**SAMPLE PROCLAMATION BY THE GOVERNOR  
OF THE COMMONWEALTH OF KENTUCKY**

To all to whom these presents shall come:

WHEREAS, The Kentucky Extension Homemakers Association, Inc. has more than 19,000 members in more than 1,100 clubs throughout the Commonwealth; and

WHEREAS, This organization over the years has continued to endeavor to strengthen, develop, coordinate and extend adult education in Family & Consumer Sciences in cooperation with the Cooperative Extension Service of the United States Department of Agriculture and the University of Kentucky; and

WHEREAS, to further emphasize and publicize the Extension program in Kentucky;

NOW, THEREFORE, I, \_\_\_\_\_, Governor of the Commonwealth of Kentucky, do hereby proclaim \_\_\_\_\_ as

**EXTENSION HOMEMAKERS WEEK**

in Kentucky, and urge all Kentuckians to participate in Extension Homemakers activities in their communities.

Done at the Capitol, in the city of Frankfort, this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord Two Thousand\_\_\_\_\_.

Governor

Secretary of State

Note: This can also be adapted for a city or county proclamation.

## PUBLIC SERVICE ANNOUNCEMENTS

Following are some Public Service Announcements (PSA's) to put on local radio or TV stations. They can also be printed in the newspapers. Contact stations and newspapers at least 2 weeks in advance. PSA's are usually suggested to be no more than 15 seconds. Check with your local station for their specific time allotment for PSA's if you want to write your own announcements. Sometimes stations want the organization's representative to record the PSA's. This is a great opportunity for your members to create public awareness of homemakers. Be sure to indicate a contact person and phone number.

Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_

1. The Kentucky Extension Homemakers Association believes you should find something you care about and live a life that shows it. Extension programs and educational materials can assist you in this endeavor. Contact the Homemakers Association in your county (your county Extension office number) for more information about educational programs and events.
2. Since it's formation in 1932, the Kentucky Extension Homemakers Association has focused on improving the quality of life for families and communities. Contact \_\_\_\_\_ for more information about educational programs and events.
3. The second full week in October is Kentucky Extension Homemakers Week. Kentucky Extension Homemakers Association strengthens individuals, families, and communities through education, leadership development and community action. Contact \_\_\_\_\_ for more information about educational programs and events.
4. Children are 27% of our population, but 100% of our future. Kentucky Extension Homemakers Association gives individual members the educational information and skills that directly impact their families. Contact \_\_\_\_\_ for more information about educational programs and events.
5. Members of Kentucky Extension Homemakers Association are proud to make a difference in peoples' lives. KEHA intergenerational programs and activities connect young and old as members work to better their families and communities. Contact \_\_\_\_\_ for more information about educational programs and events.

## **ANNUAL MEETING RESPONSIBILITIES**

Assigned to Areas by KEHA 1<sup>ST</sup> Vice-President/Program at Fall Board Meeting

### **A REGISTRATION/ANNUAL MEETING INFORMATION**

- ▶ See that all registration materials, name tags, tickets for meals and seminars, and door prize tickets are printed and placed in registration envelopes for distribution at annual KEHA meeting.
- ▶ Work with the AREA Host Committee.
- ▶ Provide workers for registration table all days of meeting. Persons needed at annual meeting include: First day: 4-6 People Second day: 8-10 People Third day: 4-6 People.
- ▶ Coordinate hostesses provided by AREA Host Committee to give information and answer questions regarding Annual Meeting site. (i.e. locations of local interests, hotel rest rooms, etc.)
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice President/Program.
- ▶ State Advisor helps as needed.

### **B VOTING DELEGATES' PACKETS/INFORMATION**

- ▶ Prepares printed ballots for all candidates. Contact Chairman of Nominating Committee for names of candidates. Contact KEHA State Secretary for name of current Chairman of the Nominating Committee.
- ▶ STATE BOARD CONTACT PERSON – KEHA Secretary.
- ▶ State Advisor works with Secretary to determine materials Voting Delegates will need prior to the state meeting (i.e. candidate credentials, proposed bylaw changes) and helps with sending information to County FCS Agents at least two weeks prior to KEHA Annual Meeting. FCS Agents give this information to their county Voting Delegates.
- ▶ Prepares voting delegate packets with needed material for business meeting, including copies of the rules of convention (master copy available from the KEHA Parliamentarian). Delegates will be given the packets when they register at the state meeting.

### **C BUSINESS SESSION/VOTING DELEGATE REGISTRATION**

- ▶ Provides workers for the Voting Delegate area at the registration tables.
- ▶ Have Voting Delegates sign the county register and hand each one a Voting Delegate packet for their county with business session materials. (Each delegate must pick up their own packet.) Persons needed: at least two or three people at the times when the registration tables are open.
- ▶ Provides individuals to serve as hostesses and pages during Business Session. Persons needed: 4 to 6.
- ▶ STATE BOARD CONTACT PERSON – KEHA State Parliamentarian.
- ▶ State Parliamentarian meets with assigned Area President prior to Business Session for instruction. Time to be set by the State Parliamentarian. State Parliamentarian has the following items for the Business Session: sign-in sheets for Delegates, county voting cards, motion forms and ballot baskets.
- ▶ Area President assigned serves as Roll Call Chairman and Head Teller.

### **D CULTURAL ARTS** Assigned to 3-4 AREAS (specific duties assigned by KEHA Cultural Arts Chairman)

- ▶ Assist with check-in and set up of Cultural Arts display items.
- ▶ Assist with judges with recording scores, attaching ribbons as needed.
- ▶ Set items for display after judging. Persons needed: 28-30.

- ▶ Provide hostesses to watch over exhibits during viewing hours. Persons needed 30-35 working shifts in at least 2 hour segments.
- ▶ Provide hostesses to assist with pick-up of display items at the close of exhibits. Persons needed: 14-20.
- ▶ STATE BOARD CONTACT PERSON – KEHA Cultural Arts Chairman.

#### **E TRADE SHOW**

- ▶ Provide leaflet listing vendors (for hostess table) and place cards for booths.
- ▶ Send letters to prospective participants. (Example in Trade Show Notebook. Notebook to be given to KEHA State 1<sup>st</sup> Vice-President at the end of the Annual State Meeting).
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Work with Area Host Committee.

#### **F AWARDS BREAKFAST/EVENT**

- ▶ Provide table decorations, including head table, (favors optional) for breakfast function. Money in state budget for decorations. Decorations to serve as door prizes.
- ▶ Provide hostesses to take tickets at door.
- ▶ Provide hostesses to meet and seat special guests (list to be provided by KEHA 1<sup>st</sup> VP/Program.
- ▶ Assist KEHA Board with distribution of program and other materials. Persons needed: 6-10.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.

#### **G OPENING BANQUET/LUNCHEON**

- ▶ Provide table decorations, including head table, (favors optional) for meal function. (Money in state budget for this). Decorations to serve as door prizes.
- ▶ Assist KEHA Board with distribution of programs and other materials.
- ▶ Provide hostesses to take tickets at door and to meet and seat special guests. Persons needed: 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.

#### **H GENERAL SESSION(s)**

- ▶ Determine and arrange for stage/head table decorations (Money in state budget for this).
- ▶ Provide hostesses at door to assist with seating of special guests.
- ▶ Provide hostesses to help with distribution of programs and other materials.
- ▶ Assist Master Farm Homemakers Board Representative on KEHA Board with programs and seating. Persons needed 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Master Farm Homemaker Board Representative and Advisor give assistance.

#### **I TOURS**

- ▶ Provide hostess the day of the tours to help with the loading of buses. Hostesses will be provided a list of participants going on tours.

- ▶ Provides signage for tour departures as needed.
- ▶ Provides hostesses on buses as needed. People needed: 3-6.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Works with AREA Host Committee.

## **J LEARNING SESSIONS/WORKSHOPS**

- ▶ Provides hostesses at each Learning Session/Workshop to introduce speaker and assist with the needs of speaker/presenter.
- ▶ Hostesses monitor doors as speaker is presenting. Persons needed: 1-2 per session.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.

## **K HOMEMAKER SHOWCASE**

- ▶ Sends invitation/information to solicit exhibitors to Area Presidents. Date due to KEHA 1<sup>ST</sup> VP/Program March 1<sup>ST</sup>. See KEHA Manual, Appendix 1 form.
- ▶ Provide table cards for participants.
- ▶ Provide persons to check in items and hostesses to sit at Exhibits. Persons needed: 6-12 to work in shifts.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Works with KEHA 2<sup>nd</sup> Vice President/Membership for extra card tables for KEHA Grant Recipients Display.

## **L SILENT AUCTION**

- ▶ Develops and provides bid sheets for Silent Auction items.
- ▶ Provides individuals to collect and arrange items.
- ▶ Develops and provides contributors with a receipt for tax deduction purposes.
- ▶ Oversees bidding.
- ▶ Assists in collection of money and distributes the items to respective bidders. Persons needed: 4-12 to work in shifts.
- ▶ Asks KEHA State Treasurer to be present at collection of money.
- ▶ STATE BOARD CONTACT PERSON – KEHA State Treasurer.

## **OTHER RESPONSIBILITIES RELATED TO KEHA STATE MEETING:**

### **KEHA Marketing Items Sales**

- ▶ STATE BOARD CONTACT PERSON – KEHA 2<sup>nd</sup> Vice-President/Membership.
- ▶ Assigns workers for KEHA sales at State Meeting.

### **KEHA State Meeting Program Planning**

- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program
- ▶ Makes Area Assignments for State Meeting at Fall Board Meeting.
- ▶ Co-ordinates State Meeting responsibilities.
- ▶ Gathers information on Learning Sessions/Workshops.
- ▶ Contact speakers and /or Entertainment with leads from Area Host Committee and others.

- ▶ Serves as member of Area Host Committee.
- ▶ Works with Hotel/Convention Contact for physical arrangements, room assignments for breakout session, meal planning, etc.
- ▶ Arranges for State Meeting Program to be typed and printed.

## **VOTING DELEGATES ROLE AND RESPONSIBILITIES**

Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2) Annual dues of the State Association are payable by December 15 of each year to the State Association Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the State Association. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, three information packets will be sent to each county office via the University of Kentucky mail. One is for the agent and one each for the voting delegates. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, area President reports, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the Chairman. They clearly state their name, title (if any) and their county. An example would be, "Madame Chairman, I am Jane Doe, Alpha County President." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the State Parliamentarian.

## RECRUIT MAILBOX MEMBERSHIPS

Mailbox Membership is available to people unable to attend regular Homemakers Club Meetings. Some counties refer to these members as Member-At-Large. Membership usually involves the participant receiving the monthly Homemakers' newsletter and the lesson leaflet.

When Clubs have recruitment drives for membership and recruit Mailbox Members, they usually invite them to special functions such as a holiday outing, County Annual Meeting or family picnic. Some counties plan special meetings just for Mailbox Members.

Another idea is to recruit new members by encouraging family members or friends to give a gift certificate in the newspaper or newsletter. (See the following example.) For record keeping, the office secretary can make a card file by month so renewal notices can be sent to a Mailbox Member or the person giving the gift certificate when his/her year expires.

MAILBOX CERTIFICATE ENCLOSED

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DUES \_\_\_\_\_

Cut Along Dotted Line

<b>This Gift Certificate Entitles</b>
_____
to a one-year Mailbox Membership in the
_____ County Extension Homemakers Association
Best Wishes From _____