



POSITION DESCRIPTION

KEHA 1st Vice President

QUALIFICATIONS:

Any nominee for the KEHA 1st vice president must be a member of KEHA and must have served as a county Extension homemaker association president and on the KEHA Board of Directors. Must know basic parliamentary procedures and have a basic understanding of KEHA state bylaws. Must have written, verbal and organizational skills.

TERM OF OFFICE:

The KEHA 1st Vice President shall serve for a term of three years, or until a successor is elected or appointed. No elected officer shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

GENERAL PURPOSE:

- Serves as an aide to the president
- Serve as chair of Program of Work
- Plans and coordinates educational sessions and workshops for the KEHA Annual Meeting

SPECIFIC RESPONSIBILITIES:

- Attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings
- Serve as an aide to the KEHA president
- Perform all duties of the KEHA president in their absence or inability to serve and to assume the office of KEHA president in the event of a vacancy in that office
- Assume office of the President-elect in the event of a vacancy in that position
- Serve as chair of the Program of Work; which includes leading and coordinating educational program chairmen and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition
- Prepare annual reports of KEHA educational programs with the assistance of the educational program chairmen
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- Plan and coordinate educational sessions and workshops for the KEHA annual meeting in cooperation with the educational program chairmen
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

MENTOR: KEHA President and University of Kentucky KEHA Advisor

NOTE: A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.