



POSITION DESCRIPTION

KEHA 2nd Vice President

QUALIFICATIONS:

Any nominee for the KEHA 2nd vice president must be a member of KEHA and must have served as a county Extension homemaker association president. Must have written, verbal and organizational skills.

TERM OF OFFICE:

The KEHA 2nd 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 the membership committee
- Coordinates marketing and public relations

SPECIFIC RESPONSIBILITIES:

- Attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings
- Serve as chair of the KEHA membership committee, providing programming ideas to encourage and promote membership
- Serve as an aide to the KEHA president
- Perform all duties of the KEHA president or 1st vice president in their absence or inability to serve
- Prepare the annual KEHA membership report
- Oversee marketing, providing both internal and external publicity to promote the KEHA
- Provide housing and availability of KEHA marketing materials
- Coordinate all aspects of the KEHA merchandise inventory, including selecting and ordering items, maintaining inventory and selling items via mail order and at the KEHA Annual Meeting
- Oversee publication of the annual KEHA newsletter
- Administer the KEHA grants program, serving as chair of the grants committee
- Coordinate recognition of membership tenure milestones and deceased members
- 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.