



POSITION DESCRIPTION

KEHA Management and Safety Chairman

QUALIFICATIONS:

Any nominee for the KEHA state management and safety chairman must be a member of KEHA and must have served or be serving as an officer or educational program chairman of the county or area Extension homemaker association.

TERM OF OFFICE:

An elected state educational chairman shall serve for a term of three years, or until a successor is elected or appointed. No elected chairman shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

GENERAL PURPOSE:

Facilitate management and safety projects for the Kentucky Extension Homemakers Association.

SPECIFIC RESPONSIBILITIES:

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings
- Work with the 1st Vice President and respective educational program committee to develop and implement the KEHA management and safety program of work
- Work with the 1st Vice President to compile annual management and safety reports to KEHA
- Work with personnel from the Kentucky Cooperative Extension Service to develop and deliver educational programs related to management and safety issues
- Implement special projects that the KEHA Board of Directors recommends to meet identified needs
- Develop and implement, with approval from the KEHA Board of Directors, contests and awards related to the management and safety program of work
- Provide an oral report at each fall KEHA Board of Directors meeting and a written report at each spring KEHA Board of Directors meeting
- Maintain close communication with the area management and safety chairmen in each of KEHA's 14 areas
- Promote Family Development Management Program and Family Resource Management
- 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.