



## **POSITION DESCRIPTION**

### ***KEHA President-Elect***

#### **QUALIFICATIONS:**

Any nominee for KEHA state president-elect must be a member of KEHA and 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 president-elect shall serve for one (1) year, followed by a three (3) year term as president. No officer shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

#### **GENERAL PURPOSE:**

The president-elect is responsible for assisting the KEHA president as needed and preparing to hold the office of KEHA President the following three years.

#### **SPECIFIC RESPONSIBILITIES:**

- Attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings
- Prepare for the office of president by accompanying the president at various meetings and functions
- Assist the KEHA president and perform all assigned duties during the one-year term of office
- Serve with vote on the KEHA Executive Committee and KEHA Board of Directors
- Attend meetings that the president deems necessary, representing KEHA
- Work with the KEHA vice presidents and KEHA state advisor to develop a plan of work for the 3-year term of office
- Serve as official delegate to the Associated Country Women of the World (ACWW) triennial meeting and the orientation to the conference, Country Women's Council (CWC Meeting) and report back to the general membership
- 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.