



## POSITION DESCRIPTION

### *KEHA State President*

#### **QUALIFICATIONS:**

This position will be filled by the President-elect after serving a period of one year in the President-elect position.

#### **TERM OF OFFICE:**

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

#### **GENERAL PURPOSE:**

- Unite the state, area and county homemaker association of Kentucky
- Promote educational programs by making maximum use of the total resources of the Cooperative Extension Service of the University of Kentucky College of Agriculture
- Develop an enthusiastic leadership in the KEHA members and a willingness to assume responsibilities to further strengthen, develop, coordinate and extend adult education in Family and Consumer Science
- Create awareness of need of families in the home, community, state, nation and world
- Conduct and carry on the work of the Kentucky Extension Homemaker Association

#### **SPECIFIC RESPONSIBILITIES:**

- Preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings
- Represent the KEHA at meetings of other organizations (this duty may be delegated)
- Attend at least on annual meeting in each area during the term of office
- Make a report of activities to voting delegates at the KEHA Annual Meeting
- Appoint all special committees and standing committees unless otherwise provided for
- Appoint a KEHA Parliamentarian who, after review and approval by the Executive Committee shall serve the same tenure as the President
- Appoint a KEHA Annual Meeting Site Selection Committee who will, with the Executive Committee, coordinate all arrangements for the KEHA Annual Meeting
- Appoint one member each year to serve a three year term on the Bylaws Committee to review the bylaws and to propose changes as needed with the proviso that all three members be appointed in 2001, one member for a three year term, one member for a two year term and one member for a one year term
- Appoint the 2<sup>nd</sup> voting delegate to the National Volunteer Outreach Network (NVON) meeting
- Serve as ex-officio member on all committees except the nominating committee
- Responsible for the annual update of the organizational history of KEHA
- Send a current list of the Executive Committee to the financial institution that holds the trust agreement, every year after election of officers
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

**MENTOR:** KEHA Past-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 at the completion of the appointed term.