

# TABLE OF CONTENTS

|   |       |
|---|-------|
| Logo Page – IAHCE Guidebook                                   |       |
| Attention Guidebook Page                                      |       |
| Table of Contents   |       |
| Preface to IAHCE Guidebook                                    |       |
| Preface ii IAHCE State Board Responsibilities                 |       |
| IAHCE Officers (2 pages with officer’s term after name) ----- | 1 – 2 |
| District Map / List of Counties by District                   |       |

## COUNTY GUIDELINES

### COUNTY LEADERSHIP AND FORMS

|  |         |
|--|---------|
| General Responsibilities -----   | 3 - 4   |
| County President Job Description -----   | 5 - 6   |
| County First Vice President Job Description -----                                  | 7 - 9   |
| County Second Vice President Job Description and Forms -----                       | 10 – 16 |
| County Secretary Job Description and Form -----                                    | 17 - 19 |
| County Treasurer Job Description and Forms -----                                   | 20 - 23 |
| County Cultural Enrichment Director Job Description and Forms -----                | 24 - 29 |
| County Family and Community Issues Director Job Description and Forms -----        | 30 - 32 |
| County International Director Job Description and Forms (includes ACWW Form) ----- | 33 – 42 |
| County Public Relations Director Job Description and Form -----                    | 43 - 46 |
| County Certified Volunteer Hours (CVH) Director Job Description and Forms -----    | 47 - 53 |
| County Special Activity Chairman Job Description -----                             | 54      |
| County Ways and Means Chairman Job Description -----                               | 55      |

### IAHCE AWARD GUIDELINES AND FORMS

|  |         |
|--|---------|
| President County of the Year Application ----- | 56 - 58 |
| Education/Membership Awards -----              | 59 - 63 |

### IAHCE OTHER GUIDELINES AND FORMS

|  |         |
|--|---------|
| State Board Application -----  | 64 - 66 |
| Scholarship Applications (IAHCE and Ruth B. Sayre) -----                       | 67 - 71 |
| Support Fund Advisory Committee and Application (includes Memorial Fund) ----- | 72 - 78 |
| Sales Order Form -----   | 79      |

|                                  |         |
|----------------------------------|---------|
| DATES FOR FUTURE REFERENCE ----- | 80 - 81 |
|----------------------------------|---------|

### UPDATES / ADDITIONS TO GUIDEBOOK

## IAHCE HANDBOOK – TITLE PAGE

|  |        |
|--|--------|
| Emblem/Logo/AIM -----                  | 2      |
| History -----                          | 3      |
| Dates of County Organization -----     | 4      |
| Past Presidents -----                  | 5      |
| Affiliations -----                     | 6 - 7  |
| University of Illinois Extension ----- | 8 - 11 |
| Historical Content -----               | 12     |
| <b>IAHCE BYLAWS</b> -----              | 1 - 16 |
| <b>IAHCE STANDING RULES</b> -----      | 1 - 3  |
| <b>POLICIES</b> -----                  | 1 - 3  |