

GUIDELINES FOR COUNTY SECRETARIES

Objective: To promote the accurate recording of the minutes and other transactions of each state/county Association for Home and Community Education Board meeting for legal and historical purposes.

Goals: To have Secretaries in each county be aware of the importance of accurate recording and distribution of minutes and committee reports and to handle correspondence as directed by the president and the board.

To provide training of County Secretaries so that they, in turn can provide training for Unit Secretaries.

The Secretary is the person who keeps the record of each meeting. These records should be as accurate as possible because they are the history of that particular state/county/unit. As history, these records should be kept in a safe place for future reference.

The most recent minutes should be available to the members of the state/county/unit before each meeting and should be checked for accuracy at each meeting.

County Annual Meeting Minutes: The previous year's Annual Meeting Minutes should be printed in the next year's Annual Meeting Program booklet. There are two options:

These minutes are read in entirety and corrected during the meeting.

A Minutes Committee is appointed during the Annual Meeting to review the minutes.

The IAHCE Secretary will hold a training session for county secretaries at the Annual IAHCE District Workshops.

The HCE County Board Secretary shall conduct a training session for Unit Secretaries each year during the county's Officer Training School or at a time designated by the County HCE Board.

The HCE County Board Secretary **MUST SEND** a current list of the county officers to the IAHCE Secretary and their own District Director **EACH YEAR** on the form provided by the IAHCE Secretary during the IAHCE District Workshops and the IAHCE Annual Conference. (A copy of this form is also located in this IAHCE Guidebook.) This list should be sent as soon as possible after the County Annual Meeting elections are held.

Name and address of the IAHCE Secretary is listed on page 1 of this Guidebook.

IAHCE Secretary Report Form

(Please send to the IAHCE Secretary on page 1 and your District Director on page 2 of the IAHCE Guidebook)

Year:	County Name	District #			
Place of Meetings:	Month of Annual Meeting:				
Day and Time:	(Ex: First Meeting Monday of Month)				
OFFICE	NAME	ADDRESS	CITY	ZIP	PHONE e-MAIL
PRESIDENT					
1ST VICE PRESIDENT					
2ND VICE PRESIDENT					
SECRETARY					
TREASURER					21
COMMUNITY OUTREACH					
CULTURAL ENRICHMENT					
FAMILY ISSUES					
INTERNATIONAL					
PUBLIC RELATIONS					
CVH					

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