

GUIDELINES FOR COUNTY FIRST VICE PRESIDENTS

1. Perform duties of President if absent.
2. Is a member of the Executive Committee.
3. Serves as County HCE Education Committee Chairman. This committee is made up from all program directors (Community Outreach, Cultural Enrichment, Family Issues, International, Public Relations, Certified Volunteer Hours, etc.). First Vice is ex-officio member of each sub-committee.
4. May serve as a member of the University of Illinois Extension Council.
5. Works with the University of Illinois Extension Unit Leader and the HCE President to develop a calendar for program planning.
6. Holds as many Education Committee meetings as necessary to:
 - a. Assess the program needs of the county.
 - b. Try to incorporate state program issues.
7. Assists HCE Program Committee to relate their programs to the University of Illinois Extension Council.
8. Presents committee recommendation to the County HCE Board for approval before proceeding with planning. Decisions are made by entire Board, not by committee.
9. Attends District Workshop and IAHCE Annual Conference.
10. Works closely with State IAHCE First Vice President.
11. Uses IAHCE Guidebook and shares with the entire County HCE Board.
12. Sends out letters to Unit First Vice Presidents with program survey suggestions and lesson sign-up sheets. May invite Unit First Vice Presidents and County Education Directors to a program planning meeting after survey completion.
13. Works with office secretary (or does it) to compile program book so it is ready for the printer by _____. (Obtains bid.)
14. Keeps a file of useful information and resource materials.
15. Gives/explains materials to successor at the close of office term.

LESSON PLANNING TIMELINE

University of Illinois Extension And Illinois Association for Home and Community Education (IAHCE)

IAHCE

November 1, 2010 to February 15, 2011: IAHCE State First Vice President asks for input (lessons that members in counties want and “hot” topics from Nutrition & Wellness, Family Life, Consumer & Family Economics, and Horticulture teams) on future lesson topics.

March 2011 (before April 1, 2011): IAHCE selects the topics for next year’s (2012) new lessons at the First Vice President’s Workshop during the State Annual Meeting in March, 2011. The IAHCE Extension liaison, a County Extension Director from the statewide committee, and a representative of each Extension team should attend this session so that the two organizations can have better communication. Two topics that relate to each team (N&W, FL, CFE, & Hort.) will be selected—a total of eight.

August & September, 2011 (by September 15, 2011): County HCE First Vice Presidents and unit staff (Multi-County Extension Director or his/her designee) work together to submit the lesson requests for their units from the list provided.

University of Illinois Extension

November 1, 2010 to January 15, 2011: Unit staff members work with their County HCE First Vice Presidents to get input from local members concerning future lesson topics. Nutrition & Wellness, Family Life, Consumer & Family Economics, and Horticulture teams also submit topic ideas to IAHCE State First Vice President.

March 2011: Team representatives, a Multi-County Extension Director, and the Extension liaison meet with IAHCE First Vice President at the State Annual Meeting to agree on new lesson topics for next year (2012).

April to July, 2011: Team members write a short description of the new lesson topics, review existing ones, and revise or pull them as needed. Lesson titles and descriptions should be provided to the Office of Extension and Outreach so that they are ready to send to Multi-County Extension Directors, the IAHCE First Vice President, and County HCE First Vice Presidents by **August 1, 2011**.

August to September 15, 2011: Multi-County Extension Directors and County HCE First Vice Presidents work together to submit the lesson requests for their units from the list provided. The Office of Extension and Outreach funnels requests back to the appropriate team.

After October 1, 2011: Unit staff and Educators schedule programs. New lessons requested in March, 2010 will be ready to teach by **October 1, 2012**.

Rev. 1/3/2011

EDUCATION COMMITTEE
COUNTY FIRST VICE PRESIDENT

Objective: To promote and implement the programs of Illinois Association for Home and Community Education.

To work in partnership with the University of Illinois Extension to develop leadership and education in all issues of the family at home and abroad.

Goals: To encourage each county Association for Home and Community Education to implement the state programs fitting their needs.

To develop county awareness of the resource materials available and the assistance in program planning.

The IAHCE Education Committee consists of the six Education Directors, with the First Vice President as Chairman. Four of these oversee educational programs: Community Outreach, Cultural Enrichment, Family Issues, and International. The fifth Director oversees Public Relations and may serve as the IAHCE NEWSLETTER Editor and/or Subscription Chairman, the sixth serves as Certified Volunteer Hour director who keeps track of all the volunteer hours of all IAHCE members.

Education Awards are presented for outstanding county educational programs at the Annual Conference. Report Forms for Education Awards are due to the Education Directors by January 31 of each year.

Suggested Programs:

- Family Issues
- Environmental Issues
- Global Issues
- ACWW Triennial Resolutions

Resources available for mailing costs from IAHCE First Vice President – Address on page 1 of this Guidebook.