

## **GUIDELINES FOR COUNTY SECOND VICE PRESIDENTS**

**Objectives:** To increase and maintain Home and Community Education membership.  
To promote leadership through Home and Community Leadership programs.

**Goal:** To encourage each county HCE to attain a net gain in membership, based on the December 31<sup>st</sup> total of the previous year.

**Suggested Action:**

1. Meet with Unit Second Vice Presidents to organize plans and set goals to increase membership using the IAHCE Membership Plan as a guide.
2. Inform present HCE members of their need to actively promote HCE membership.
3. Plan membership drives and promotions. These provide an opportunity to inform prospective members of the educational programs and activities available.
4. Keep county members informed about membership drives.
5. Utilize the county newsletter by submitting articles on a regular basis, including tips for the units on increasing membership and encouraging recognition of new members.
6. Attend all county board meetings. Getting new members, will take the cooperation of the entire board.
7. Work with county First Vice President to develop innovative delivery methods to reach new audiences:
  - Home Study or Self Study Courses
  - Audio or Video Cassette lessons
  - Mailbox Members
  - e-mail and Internet lessons
8. Work to get new members from target audiences such as:
  - Young Homemakers
  - Couples Clubs
  - Single Parents
  - Widow/Widowers
  - Physically/mentally challenged
  - Working women and/or Parents
  - Newly Retired
  - Special Interest Groups
9. Contact members who resign from the organization to suggest alternate membership options.

## GUIDELINES FOR COUNTY SECOND VICE PRESIDENTS

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10. Attend the IAHCE District Workshop meetings and the Annual Conference. Workshops will be held at these events to help you in reaching new members.
11. The Year-End Membership Report will be distributed in the Second Vice President's Workshop at the District Workshop meeting. (Please use this form for reporting year-end membership. The State Second Vice President will fill in the membership total of your county as of December 31<sup>st</sup> of the proceeding year.) This report must be sent to your **IAHCE District Director by January 5<sup>th</sup>**. (Name/address on page 2 of Guidebook.)
12. Fill out the IAHCE EDUCATION AWARD on the IAHCE REPORT FORM. Your county may enter for "Activities" or "Special Activity" in membership. NOTE: The IAHCE Report Form must be postmarked by January 31<sup>st</sup> and sent to the State Second Vice President whose name and address is listed on page 1 of this Guidebook.
13. Fill out the County of the Year Contest Form and send it to the State President whose name and address is listed on page 1 of this Guidebook. It must be postmarked by January 31<sup>st</sup>.

A plaque will be presented during Awards Night at Annual Conference to the "County of the Year."

A plaque will be presented during Awards Night at Annual conference to the county obtaining the largest percentage of net gain in membership. (Membership total on December 31<sup>st</sup> less total membership on December 31<sup>st</sup> of the preceding year equals net gain.) The formula used: divide the net gain of the current year by the number of members reported to the counties maintaining the membership total they achieved the previous year.

14. Fill out the IAHCE Affirmative Action Report and send to the State Second Vice President by December 31<sup>st</sup>. Name and address is on page 1 of this Guidebook.
15. Fill out the County Application for Fifty-Year Membership Certificate and send it to the State Second Vice president by January 31<sup>st</sup>. Name and address is listed on page 1 of this Guidebook.

### Summary:

Membership is something all members need to work on. Getting new members brings new ideas, fresh perspectives and broadens the scope of our organization. We have the resources, through our cooperation with the University of Illinois Extension, to offer good research based programs to all people. Belonging to HCE is a learning and rewarding experience.

Unit Members: Unit members are individuals who belong to a county HCE Unit.

Mailbox Members: Mailbox members are individuals who receive their educational lessons through the mail. They can be targeted, special interest audiences or individuals who receive the regular unit lesson.

## **INFORMATION ON COUNTY MEMBERSHIP REPORT FORMS**

County membership reports have been simplified. Only an annual report is required. At the District Workshop, the **Year–End Membership Report** will be in your Membership Packet. In the workshop for Second Vice President we will go over the form.

Your IAHCE Second Vice President will place the starting figure on the report. **It is not to be changed!** If however, you find an error, contact your District Director or State Second Vice President and they will work with you to correct it.

You will need to keep track of the number of new members and the number you have lost in order to complete the form. Please be sure to give the correct number of units you have as an award is based on this information.

All you need to do to complete the form is to put in the number gained, the number lost, and the total number as of the correct date, as well as the number of units.

This system seems to be working. As with anything that undergoes a change, there have been a few problems, such as “old forms” being used or numbers changed.

Please remember, the forms go to your District Director not the State Second Vice President!

NOTE: Copy the Membership Report Form from the Guidebook only if you have lost the original one given to you at District Workshop.

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**  
**YEAR-END MEMBERSHIP REPORT**

**COUNTY:** \_\_\_\_\_

NAME OF COUNTY SECOND VICE PRESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ e-Mail \_\_\_\_\_

NAME OF COUNTY TREASURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ e-Mail \_\_\_\_\_

**TOTAL MEMBERS ON DECEMBER 31, \_\_\_\_\_ :** \_\_\_\_\_  
(year)

**MEMBERS GAINED:** \_\_\_\_\_

**MEMBERS LOST:** \_\_\_\_\_

**TOTAL MEMBERS ON DECEMBER 31, \_\_\_\_\_ :** \_\_\_\_\_  
(year)

**NUMBER OF UNITS:** \_\_\_\_\_

This report is due to your DISTRICT DIRECTOR (name/address is on page 2 of this Guidebook) by January 5<sup>th</sup>.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

PHONE: \_\_\_\_\_ e-Mail \_\_\_\_\_

(This form is to be used only if you do not have one given to you by the State Second Vice President.)

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**

COUNTY OF THE YEAR APPLICATION

January 1 through December 31, \_\_\_\_\_

COUNTY: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

COUNTY CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ e-MAIL \_\_\_\_\_

**CRITERIA TO BE COMPLETED WITH DOCUMENTATION FOR EACH!**

- 1. \_\_\_\_\_ 20 points For **each** time the county followed the current IAHCE theme. (Type or write in current year theme) \_\_\_\_\_
- 2. \_\_\_\_\_ 100 points For **every** educational lesson (major/minor) given in the county. (Attach a copy of the title page.)
- 3. \_\_\_\_\_ 50 points For **each** article submitted to the IAHCE Newsletter. (Verified by Editor.)
- 4. \_\_\_\_\_ 20 points For **each** IAHCE Newsletter subscription in your county. (Verified by Editor.)
- 5. \_\_\_\_\_ 100 points (max) Joined with another county or counties in planning and presenting a lesson or event.
- 6. \_\_\_\_\_ 20 points For **each** new member from January 1—December 31.
- 7. \_\_\_\_\_ 100 points Year-end membership report postmarked to District Director by January 5th. (Verified)
- 8. \_\_\_\_\_ 50 points If IAHCE President, District Director **or** other IAHCE officer officially visited your county this year, list officer \_\_\_\_\_
- 9. \_\_\_\_\_ 20 points For **each** non-member who attended county lessons.
- 10. \_\_\_\_\_ 100 points (max) Community, state **or** school project or activity that helped promote IAHCE.
- 11. \_\_\_\_\_ 100 points Worked with another community club **or** organization on a joint project. List organization \_\_\_\_\_
- 12. \_\_\_\_\_ 50 points For a presenter who spoke on an IAHCE Country of Study.
- 13. \_\_\_\_\_ 100 points (max) Worked with 4-H members on a special project or activity.

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**

COUNTY OF THE YEAR APPLICATION

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- 14. \_\_\_\_\_ 100 points      State dues were collected and postmarked to treasurer by due date of January 15th. (Verified by State Treasurer.)
- 15. \_\_\_\_\_ 100 points (max)      Held a special membership drive.
- 16. \_\_\_\_\_ 20 points      For **each** member who attended an IAHCE District Workshop.
- 17. \_\_\_\_\_ 20 points      For **each** member who attended the IAHCE Annual Conference.
- 18. \_\_\_\_\_ 100 points      Collected Pennies for Friendship. (Postmarked to State Treasurer by Nov. 20th.)
- 19. \_\_\_\_\_ 100 points      For **each** educational scholarship given.
- 20. \_\_\_\_\_ 50 points      For **each** county member who attended NVON, CWC or ACWW. List names:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 21. \_\_\_\_\_ 50 points      For **each** county cultural enrichment activity. (See page 25 IAHCE Guidebook)
- 22. \_\_\_\_\_ 20 points      For **each** county member who submitted a CVH form. (Verified by IAHCE CVH Director.)

\_\_\_\_\_ **Total points submitted.**

County President: \_\_\_\_\_

County 1st Vice President \_\_\_\_\_

County 2nd Vice President \_\_\_\_\_

**Information will be verified. Submit necessary proof for all points.**

Must be postmarked by January 31st to current IAHCE President. See page 1 of Guidebook for address.

It is suggested it be sent by certified return receipt mail or signature confirmation.

Winner will be announced at the Tuesday Night Awards during Conference.

**50 YEAR MEMBERS**

COUNTY APPLICATION FOR FIFTY YEAR MEMBERSHIP CERTIFICATE

NAME OF COUNTY \_\_\_\_\_ DISTRICT \_\_\_\_\_ DATE \_\_\_\_\_

Below are listed the names of members in our county who will be 50 year members of Illinois Association for Home and Community Education this year. [Members who have not previously received this certificate.]

NAMES ~~ **Please print or type given name [not Mrs. James Jones]**

- 1. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Please duplicate this form before filling out and mailing – this same form will be used each year. *Fill out and duplicate for your records.* Then mail to the IAHCE SECOND VICE PRESIDENT.

Names received after POSTMARK DATE OF JANUARY 31<sup>ST</sup> may be kept and given out the next the year.

Mail form to the **IAHCE SECOND VICE PRESIDENT** whose name and address is listed on page 1 of this Guidebook.

**ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**  
**AFFIRMATIVE ACTION REPORTS**

In an effort to maintain complete and accurate records of the membership and the activities of the Illinois Association for Home and Community Education, we ask you to complete and return the **Affirmative Action Reports**. We have tried to make it as simple as possible for you to obtain and compile the information that we need for our permanent files.

We have developed an Affirmative Action Plan and Guidelines for you to refer to as a County Board. This explains the standards that each county should try to attain.

The County Second Vice President (Membership) should complete and return the Affirmative Action Report to the State Second Vice President. The Affirmative Action Report for the Unit Second Vice President can be copied and distributed to local units that will enable you to collect the information. The units will report their information to you by December 1<sup>st</sup> so that you will have ample time to compile all of the information into one report by your deadline of December 31<sup>st</sup>.

We ask for your timely cooperation in filing these reports. Good records are important for each organization. By keeping copies of these reports on file at the county level, it will enable you to better provide for the needs of your membership. The state organization will benefit by knowing just how our efforts are being implemented.

If you have any further questions about any of the information required, please contact your local District Director.

## **AFFIRMATIVE ACTION PLAN AND GUIDELINE FOR COUNTY BOARDS**

County HCE organizations are responsible for the development of positive action that will insure a balanced program expansion to reach all homemakers who choose to participate in a group learning experience. Further, a balance of group learning and other educational methods are necessary to provide educational programs to non-member participants in such a way that appropriate attention to non-members is maintained.

County organizations must continue in planning efforts to assure a balanced Home and Community Education program, which is non-discriminatory.

### STANDARDS TO BE ACHIEVED:

1. The organization should be representative of the population of the county in relation to geographic area, socioeconomic levels and racial-ethnic groups.

HCE programs, activities and educational methods should be planned to indiscriminately reach potential members of all races, colors, and socioeconomic levels in the different geographic areas of the county.

2. Appropriate programs and methods are to be available without regard to race, color, national origin, sex, creed, familial status or physically/mentally challenged in the county population.

Program methods, content and places of meeting should be designed to meet the needs of the population and are to be accessible to the physically/mentally challenged.

3. County HCE Boards should develop plans to assure that all on-going and newly organized Home and Community Education Units are open to all persons without regard to race, color, national origin, sex, creed, familial status or physically/mentally challenged.
4. By-laws and constitution of County HCE's must have a provision stating that their membership is open to all homemakers irrespective of race, color, national origin, sex, creed, familial status or physically/mentally challenged.
5. County HCE Boards should outline steps being taken and plans made to eliminate any discriminatory or segregated practices which may exist.
6. Each HCE Board will be responsible for keeping current Affirmative Action files and to submit such Affirmative Action reports as required by the State Board of the Illinois Association for Home and Community Education.

**AFFIRMATIVE ACTION REPORT**

**Unit Second Vice President**

UNIT \_\_\_\_\_

DATE \_\_\_\_\_

**(PLEASE COMPLETE AND RETURN TO YOUR COUNTY SECOND VICE PRESIDENT BY DECEMBER 1<sup>ST</sup>)**

1. Please indicate the number of members in your unit by race and sex.

RACE	MALE	FEMALE	TOTAL
White not Hispanic			
Black			
American Indian or Alaskan Native			
Hispanic			
Asian or Pacific Islander			
TOTALS			

2. What did your unit do to encourage a broader-based participation?

3. Please document all announcements of meeting dates, locations and programs. Include all the original copy that was sent to the media (whether published or not). List the media outlets and their circulation. All announcements should include the Affirmative Action Statement\*

**Affirmative Action**

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4. Has your **UNIT** extended any written invitations to potential group members? If so, attach copies. Describe personal visits.

5. Describe any community-based activities that the unit conducted.

SUBMITTED BY: \_\_\_\_\_

Unit Position \_\_\_\_\_

\*This is to certify that the Association for Home and Community Education Unit will not restrict or deny any person membership or participation in its programs or activities because of race, color, national origin, sex, creed, familial status, or physically/mentally challenged.

**AFFIRMATIVE ACTION REPORT**  
**County Second Vice President**

COUNTY \_\_\_\_\_

DATE \_\_\_\_\_

**(PLEASE COMPLETE AND RETURN TO IAHC SECOND VICE PRESIDENT BY DECEMBER 31<sup>ST</sup>)**

1. Please indicate the number of members in your county by race and sex.

RACE	MALE	FEMALE	TOTAL
White not Hispanic			
Black			
American Indian or Alaskan Native			
Hispanic			
Asian or Pacific Islander			
TOTALS			

2. What did your county do to encourage a broader-based participation?

3. Please document all announcements of meeting dates, locations and programs. Include all the original copy that was sent to the media (whether published or not). List the media outlets and their circulation. All announcements should include the Affirmative Action Statement\*

**Affirmative Action**

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4. Has your county extended any written invitations to potential group members? If so, attach copies. Describe any personal visits.

5. Describe any community-based activities that the county or units conducted.

SUBMITTED BY: \_\_\_\_\_

County Position \_\_\_\_\_

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