

## **PREFACE TO IAHCE GUIDEBOOK**

Around 1991, the State Board took over the printing of the Guidebook as a cost-saving measure. Their goal was to put together a notebook for use by the counties, which would include information from each of the state officers and directors. The current Guidebook has a table of contents of what can be found within its pages.

Copies of the following are included: All Scholarship forms, IAHCE Board application forms, Support Fund Advisory Board, Support Fund applications, CVH/Sales forms, Great American Family forms, Memorial Fund information, International Mini Stipend forms, 50-Year Member forms, Affirmative Action forms, International Homemaker Exchange forms, County Leadership Roles, and Dates for Future Reference.

At the present time, the IAHCE Board supports the idea of Education Directors promoting four main program issues. Currently these topics are:

FAMILY ISSUES  
ENVIRONMENTAL ISSUES  
GLOBAL ISSUES  
ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)  
TRIENNIAL RESOLUTIONS

By working together, counties can make more of an impact in their local communities as well as state-wide. Counties may need to eliminate some traditional programs in order to make these issues a top priority.

**IT IS RECOMMENDED THAT EACH COUNTY KEEP THIS GUIDEBOOK INTACT AND MAKE COPIES FOR THEIR EXECUTIVE BOARD OR FULL BOARD.** New pages will be printed as needed to replace outdated materials. These pages will be given to the COUNTY FIRST VICE PRESIDENT at the State Annual Conference or at Fall Workshops. It also will be found on our website at [www.iahce.org](http://www.iahce.org)

A NEW GUIDEBOOK MAY BE PURCHASED IF ONE IS LOST BUT WE ENCOURAGE YOU TO PRINT OFF YOUR OWN COPY FROM THE WEBSITE OR THE PAGES YOU NEED. CONTACT THE STATE FIRST VICE PRESIDENT FOR DETAILS.

If County Officers have questions about this Guidebook, the IAHCE First Vice President or other State Board Members will be glad to answer questions.

## **STATE BOARD RESPONSIBILITIES TO THE COUNTIES**

Your State Board, under the direction of an appointed Annual Conference Chairman and Co-Chairman, will provide a three - day Annual Conference to be held each year in March. The Illinois Association for Home and Community Education Annual Meeting will be conducted during the Conference. Many share shops, educational classes, and classes for enjoyment will be held. Tours may also be available.

Your State President may, at your county's request, visit your county once during the three – year term of office to speak/teach at IAHCE expense.

The IAHCE First Vice President will work closely with the Assistant Dean, Extension Program Coordination, University of Illinois to select and develop six Lessons for Living per year. The First Vice President may, upon request, visit counties in the interest of educational programming at IAHCE expense.

Each Education Director (Community Outreach, Cultural Enrichment, Family Issues, International, and Public Relations) may develop a Lesson for Living for their respective area. The lesson may be taught and copies should be included in their packet at the IAHCE Annual Conference. These lessons may then be utilized by the counties as an additional lesson or a substitute for lessons provided by the University of Illinois.

The IAHCE Second Vice President will work closely with each District Director to develop and maintain membership throughout the state. The Second Vice President, upon request, may visit counties in the interest of membership at IAHCE expense.

Your District Director may visit your county once annually at IAHCE expense. Your District Director is *your* liaison to the State Board. Each District Director will send their counties letters after each State Board Meeting with updated, current information that each county needs to pass on to their membership.

DD's have ideas for special interest groups other than the traditional unit.

DD's are willing to come to counties and explain structural background of HEA, HCE, IAHCE, NVON, CWC, and ACWW.

DD's may help with program ideas from IAHCE and University of Illinois Extension Specialists.

DD's can answer questions regarding IAHCE Report Forms/Membership Forms.

DD's may come for special multi-county meetings to discuss membership and program ideas.

DD's make arrangements for their IAHCE Workshop (secure the location, order Meals, arrange for equipment, contact counties regarding registration, etc.) select a nominating committee for their replacement, hold elections, and any other necessary arrangements.

DD's are a valuable asset in promoting membership. They have ideas that have worked around the state. Tell them your successes which they may share. Ask them for help if your membership is not maintaining or growing.

The roles of IAHCE Education Directors are to:

- Maintain an organization-wide communications network.
- Develop a program of action that incorporates Illinois Association for Home and Community Education issues in conjunction with local priority issues.
- Assist U of I Extension in identifying program issues and methods of extending knowledge to the participants.

The role of County Boards and members is to:

- Participate in training.
- Serve as volunteer teachers for selected programs.
- Provide organizational leadership for the various levels of their organization and community organizations.

IAHCE Workshops are held in August. Officers Training for the counties will be given to county Presidents, First Vice Presidents, Second Vice Presidents, Secretaries, Treasurers (which will include Ways and Means), Community Outreach, Cultural Enrichment, Family Issues, International, Public Relations and CVH.

The Illinois Association for Home and Community Education is the largest all volunteer organization in the state of Illinois devoted to the education of its membership.