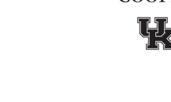
COOPERATIVE EXTENSION







COVER PAGE

For

(mark as appropriate)

SIDN TY EXTENSION

- _____ 2024 NOMINATING BALL0T MADISON COUNTY HOMEMAKER OF THE YEAR
 - CREDENTIALS OF NOMINEE FOR MADISON COUNTY HOMEMAKER ASSOCIATION OFFICER:
 - ____ President
 - Vice President
 - Secretary

(Please attach separate cover page for each entry, - check one above)

Due date: April 1, 2024

Mail to:

Attn: Jessica Hunley, FCS Agent Madison County Cooperative Extension Center P.O. Box 270 Richmond, KY 40476-0270

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2023-2024 NOMINATING BALL0T MADISON COUNTY HOMEMAKER OF THE YEAR

EXTENSION

Di

Name of Nominee for Homemaker of the Year:

Number of years/months as a member of club: ______ (5 points)

Name of Club: _____

Has the nominee served as an officer, board member and/or Committee Chair, either currently or in the past? (*Circle One*) Yes No (20 points)

If yes, list office, board position and/or committee:

List all activities and lessons nominee has participated in this year (*such as 4-H, leader lesson training, craft camp, etc. – for which you collect volunteer hours*): (15 points)

Is nominee a member of any other Extension service program (*such as Garden Club, Quilting Club, Needlework, 4-H Council or leader, Farmers Market, etc. – things for which you collect volunteer hours*): (15 points)

List three (3) strengths the nominee has contributed to your club: *(20 points)*

1. _____

2			
3.			

In 25 words or less tell wh	your club members are	nominating this person:	(15 points)
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Community Service or Involvement (for which you collect volunteer hours). Does nominee have membership and work in civic organizations, church offices/activities, etc.? List below: (10 points)

Mail with cover page attached by April 1, 2024 to:

Homemaker of the Year c/o Jessica Hunley, FCS Agent Madison County Extension Center P.O. Box 270 Richmond, KY 40476-0270

CREDENTIALS OF NOMINEE FOR MADISON COUNTY HOMEMAKER ASSOCIATION OFFICER

Name of Nominee						
Address						
PhoneEmail:						
Club						
Please check Nomination:						
President (2 year term 2024-2026) Uice President (2 year term 2024-2026) Secretary (2 year term 2024-2026)						
Personal Sketch of Nominee:						
Offices & Committees held in Local, Area or State Homemakers Organizations:						
Other - Community & Church Organizations:						
To be signed by Nominee						
Return to Nominating Committee (with cover page attached):						

Attention: Jessica Hunley, FCS Agent Madison County Extension Office P.O. Box 270 Richmond, KY 40476-0270

Due April 1, 2024

County Presidents

- Preside at all county meetings.
- Organize and call county council meetings.
- Represent the county at area and state meetings.
- Appoint committees as needed.
- Make sure all county reports are submitted by set deadlines.

County Vice Presidents

- Aide and assist the president.
- Preside at meetings in the absence of the president.
- Coordinate county membership drives and recognition programs.
- Assist in communicating activities and programs to membership.

Your Role as County Secretary

- Serve as a member of the county executive committee.
- Conduct roll call at all county meetings.
- Record minutes of regularly scheduled and called meetings.
- Handle county correspondence.
- Follow guidelines for retaining minutes and correspondence.



Learn More

- KEHA Manual online (www.keha.org)
 - Organizational Guide page 21: Guidelines for writing minutes
 - Organizational Guide page 22: How Long Do We Keep Records?
- KEHA Club Materials (www.keha.org) Record of Meetings