



COOPERATIVE EXTENSION

 University of  
**Kentucky**  
College of Agriculture,  
Food and Environment



## COVER PAGE

For

(mark as appropriate)

\_\_\_\_\_ **2024 NOMINATING BALLOT  
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**

**Cooperative Extension Service**  
Agriculture and Natural Resources  
Family and Consumer Sciences  
4-H Youth Development  
Community and Economic Development

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LEXINGTON, KY 40546



Disabilities  
accommodated  
with prior notification.



**2023-2024 NOMINATING BALLOT**  
**MADISON COUNTY HOMEMAKER OF THE YEAR**



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 why 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)*

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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 \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Club \_\_\_\_\_

Please check Nomination:

- President (2 year term 2024-2026)**
- Vice 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

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- 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

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- 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](http://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](http://www.keha.org)) – Record of Meetings**