



WAHCE 2017 CALL FOR NOMINATIONS

The 2017 WAHCE Nominating Committee is in search of qualified candidates for the following positions on the WAHCE Executive Board:

President-Elect
Vice President of Family and Community Life
Treasurer-Elect

Duties for these positions are on the next few pages. A more complete description of the duties is also available from any Nominating Committee Member. Candidates for these positions will be elected at the business meeting during the 2017 WAHCE State Conference in Wisconsin Dells and their terms will begin **January 1, 2018**.

The criteria for Executive Committee candidates shall be as follows:

- a. Each candidate for office shall give written consent.
- b. A candidate for President-Elect must have previously served on the state Executive Board in the past five years.
- c. All candidates shall be notified when they have been nominated.
- d. Candidates' resumes will appear in UPDATE prior to Annual Association Meeting.
- e. All candidates must have served, or are currently serving in a WAHCE leadership position at county, district, or state level.

Contact one of the following committee members with names of potential candidates or mail nominations to Carol Medchill, Nominating Committee Chair

Carol Medchill
P.O. Box 772, Cushing, WI 54006

medchill@lakeland.ws
715-648-5817

Chris Werner
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262-857-3458

Betty Anne Tubbin
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715-536-4033

Lerna Mae Wiese,
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608-727-5306

Lori Hlinak
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920-304-1171

Jane Grabarski
996 Evergreen Avenue, Grand Marsh, WI 53936

jane47@maqs.net
608-547-2419

Potential candidates will be contacted by the Nominating Committee Chair and asked to submit a completed "WAHCE Office Candidate Information" Form (available on the WAHCE website), personal biographical sketch, letter of consent, and two endorsement letters – one for a county officer and one from a district officer by April 15, 2017.



President Elect

The President Elect shall shadow the current WAHCE President for one year prior to assuming the office of WAHCE President. Candidates for President-Elect must have served on the Executive Board during the previous five years. A summary of the WAHCE President-Elect duties include:

- A. Will attend all Executive Board meetings but will have no vote.
- B. Serves on the Budget Committee.
- C. Chairman of the committee responsible for the update and revision of the State Board Manual.
- D. President-Elect will compile *Communicator*. This includes:
Compiling all materials from State Board officers, Committee Chairs, Liaison, and Webmaster. Write cover letter. Make copies and mails to State Board Officers, County Presidents, Committee Chairs and Liaison.
- E. Will serve as the NVON alternate delegate and prepares a report to be presented back to the WAHCE Board.
- F. Attends the CWC Conference as the alternate delegate.
- G. Will sign the contract for the new conference venue.



Duties of WAHCE President

Here is a summary of the duties of WAHCE President. For a more complete list, contact a member of the Nominating Committee.

- A. Presides at all WAHCE Business and Executive Board meetings. This includes:
Prepares agenda and emails or posts to members. Responsible for location and arrangements for Executive Board meetings including lodging assignments.
Reviews draft Minutes of Executive Board Meetings prior to distribution.
- B. Attends one meeting in each district during term of office at expense of WAHCE.
- C. During second year of their term, President is to appoint a committee to review the WAHCE By-laws.
- D. WAHCE Conference duties:
 - 1. Presides over entire conference including Annual Meeting and pre-conference board meeting.
 - 2. Prepares packet for voting delegates and mails to all voting. Prepares Annual report with required documents for distribution at Annual Meeting.
 - 3. President prepares hosting assignments and seating arrangements for state board at the conference.
 - 4. Prepares Program Book for WAHCE State Conference.
 - 5. Approves contracts for facilities and approves all invoices to be paid.
 - 6. For a more complete description of conference duties refer to the WAHCE Board and President's Manuals.

- E. Will serve as the NVON delegate.
- F. Delegate for CWC Conference and presents a Wisconsin HCE report.
- G. Attends the ACWW Conference as the delegate during the first year as President.
- H. During the third year of office, coordinate with all committees to update the flash drive with their committee manuals. Collects Calendar of Duties from all board members and committee chairs.
- I. Appoints all WAHCE committees.
- J. Authorizes payment of bills by voucher. Forwards all approved expenses to WAHCE Treasurer.
- K. Submits articles for all issues of UPDATE.
- L. Is responsible to compile the *Communicator* for the first and second year of their term. President-Elect will compile *Communicator* when in office.
- M. Responds to all correspondence directed to the WAHCE President.
- N. Submits articles to the VISION (NVON's news sheet) when requested by Editor.
- O. Reviews and signs the Memorandum of Agreement between WAHCE and UW-Extension.

Term

- A. Serves one year as President-Elect then three years as the WAHCE President.
- B. Serves one additional year as Past President as an advisor/non-voting member of the State Board. As Past President, serves as Historian for one year.
- C. Adds highlights of term to historical documentation in WAHCE Handbook at end of term.



WAHCE Vice-President of Family & Community Life

- A. Performs duties of the President in the absence or disability of the President and Vice-President of Program, except in the year when the President-Elect is in office.
- B. Works with the WAHCE Liaison, the Vice President of Program and the WAHCE President to decide on and implement the yearly focus for the Educational Program.
- C. Helps to prepare the Educational Program announcement, invitations, etc. Shares responsibility of mailings to districts with Vice President of Program.
- D. Keeps the Educational Program Manual updated on a yearly basis and prepares annual Calendar of Duties.
- E. Receives "On the Move and In the Groove" reports and compiles the totals for WAHCE President and WAHCE Conference.
- F. Receives "Impact of HCE" Member, Club, and Executive Board forms and compiles them for the WAHCE President and the WAHCE conference.
- G. Reviews minutes from all WAHCE board meetings.

- H. Serves on any committee assigned by the WAHCE President.
- I. Prepares report of activities for each WAHCE board meeting and brings written copies per the number requested by the President.
- J. Helps to prepare an initial budget needed for Educational Program.



WAHCE Treasurer/ Treasurer-Elect

The Treasurer-Elect shall serve a term of one year. During that year, shadows the current Treasurer. A summary of the Treasurer duties includes:

- A. Responsible for collection and safekeeping of all WAHCE funds and disburses funds at direction of WAHCE President and Executive Board.
- B. Presents a current financial statement at each WAHCE Executive Board meeting.
- C. Keeps accurate ledger records of all receipts and disbursements.
- D. Invests and monitors WAHCE funds after conferring with WAHCE Finance Committee and WAHCE Board. Keeps up-to-date record of investment account & earnings (Waddell & Reed).
- E. Receives insurance premiums from clubs, counties and districts. Provides counties with confirmation of insurance.
- F. Arranges for review of ledger records annually by an accountant (CPA).
- G. Serves as Chair of the WAHCE Finance Committee.
- H. WAHCE Conference duties include:
 - 1. Preparation of conference budget along with Conference Team.
 - 2. Presents financial report, proposed budget and accountant's report of review of financial records at Annual Conference Business Meeting.
 - 3. Provides membership count to State President and Membership Chair.
 - 4. Prepares financial report of Educational Program and State Conference.
 - 5. May conduct Treasurer's workshop.
- I. Each year gives notice to County Treasurers which reports are due and deadlines for submission.
- J. Updates all forms and submits to webmaster.
- K. Requests annual financial statement from District Treasurer and/or District Director and proof of filing of 990N report no later than March 31.
- L. May attend one district meeting in each district once during term of office at the expense of WAHCE and upon request of the District Director.
- M. Informs Board of all donations including Pennies for Friendship and the Memorial Leadership Scholarship fund, etc.
- N. Disburses all Pennies for Friendship as designated by International Committee.
- O. Files IRS Tax Form 990 annually. Maintains a list of subordinate associations and files with IRS annually.
- P. Keeps records of conference and Wisconsin Bookworms™ funds.