



Extension

UNIVERSITY OF WISCONSIN-MADISON

Guidelines on the Educational Roles of Extension with Wisconsin Association for Home and Community Education (WAHCE)

Approved November 7, 2019 by the Division of Extension Leadership Team

This document has been reviewed and endorsed by the State WAHCE Executive Board

Introduction

The Wisconsin Association for Home and Community Education (WAHCE) has been affiliated with Extension since 1940. WAHCE became a separate incorporated tax-exempt organization in 1984 <https://wahceinc.org/>.

WAHCE is a nonprofit educational organization comprised of member associations in 48 Wisconsin counties. Oversight for WAHCE is provided by State WAHCE Executive Board. The WAHCE mission/vision is to offer opportunities for learning in a social setting, sharing what is learned and caring to make a difference in homes, communities and the world. WAHCE members volunteer their time, energy, and financial resources in support of WAHCE programs and initiatives. WAHCE is responsible for its membership, community service programs, and educational projects. As separate and independent organization from UW Madison-Division of Extension, WAHCE members who volunteer on behalf of the WAHCE (club, county or state level) organization are not UW Madison-Division of Extension volunteers.

UW-Madison-Division of Extension values the mission and contribution of WAHCE to their communities and the state and would like to ensure an effective working relationship in line with the mission of the University of Wisconsin and the role of Extension Educators. This document serves as a guide to the county and state relationships between WAHCE and the Division of Extension.

Statewide Educational Role

UW-Madison-Division of Extension educators, specialists and administrators work with a variety of organizations, institutions, agencies and elected bodies to develop educational programs and provide professional expertise based on the research and knowledge foundation base of the University of Wisconsin. This can be seen throughout county, state and national levels.

UW Madison-Division of Extension provides statewide leadership to promote education, resources and partnerships that empower and create an environment where families and communities can thrive. Programs respond to community needs with research or evidence-based education and partnerships that support Wisconsin families and communities.

The Extension Institute for Human Development and Relationships serves as the point of connection between educational content within the Division of Extension and the statewide WAHCE organization.

The Role of Extension Educators and Program Coordinators with WAHCE

The role of all extension educators and program coordinators working in county and regional settings is **education**.

Extension educators and program coordinators teach, learn, lead and serve – connecting the people of our state with the University of Wisconsin, and engaging them in transforming lives and communities. The educational purpose is accomplished in many ways- through seminars, workshops, information meetings, tours, demonstrations, exhibits, field studies, teleconferencing, Facebook, Twitter, websites, publications, and the mass media, both public and commercial.

We expect county extension educators and program coordinators to focus on educational roles consistent with their position descriptions, when working with WAHCE.

In alignment with this expectation, examples of **appropriate** Extension education roles include:

- Provide information about current county needs.
- Connect WAHCE to local educational resources and/or UW Madison-Division of Extension programs/speakers for educational programs.
- Teach or facilitate educational programs at the county, district or state levels using research-based subject matter.
- Serve as a resource for educational program evaluation.

Administration or organizational roles in connection with WAHCE are **not appropriate** for county extension educators or program coordinators. Examples of such inappropriate roles include:

- Recruiting and managing WAHCE volunteers for WAHCE events, other than to support the educational presence.
- Booking, contracting, setting up, and/or coordinating WAHCE events.
- Fundraising

Specific questions regarding roles or responsibilities (what may or may not be appropriate with WAHCE) should be discussed between Extension Educator/Program Coordinator, Extension administration and WAHCE.

Relationships with the County Office

County-based WAHCE associations are just one of many potential non-profit, educational and charitable organizations that may request or utilize resources through the UW Madison-Division of Extension county office. County UW Madison-Division of Extension Office staffing and budgets impact the support an office can provide for these types of organizations. Examples of support that may be available include use of meeting space, storage, and assistance from a local point of contact. Please note that access to resources is county-dependent and may or may not be available for public use. Each county WAHCE Executive Board should work with the UW Madison-Division of Extension Area Extension Director (AED) to clarify local UW Madison-Division of Extension Office resources available to HCE. Area Extension Director Directory link for contact is <https://people.extension.wisc.edu/leadership/>