



2024 CALL FOR NOMINATIONS

The 2024 WAHCE Nominating Committee is in search of qualified candidates for the following positions on the WAHCE State Board:

International Chair
Treasurer-Elect

Wisconsin Bookworms Chair

The position of Central and Southeast District Directors will also be elected in 2024. The candidates from Central and Southeast Districts will assume their positions as District Director on January 1, of 2025.

The qualifications for Executive Committee and Committee Chair candidates shall be as follows:

1. Each candidate for office shall give written consent.
2. All candidates shall be notified when they have been nominated.
3. All candidates must have served, or are currently serving in a WAHCE leadership position at the county, district, or state level

A brief list of duties for these positions follows on the next page. A more complete description is in the manual for each position. Candidates' resumes will appear in the UPDATE prior to the Annual Association Meeting.

Candidates for these positions will be elected at the Annual Business Meeting during the 2024 WAHCE State Conference in Appleton, and their terms will begin January 1, 2025.

Contact one of the following committee members with names of potential candidates, or mail nominations by **April 1, 2024 to Lynn Marcks Nominating Committee Chair.**

The Nominating Committee consists of the following:

Committee Chair:

Central..... 2024

Lynn Marcks 715-823-4829
N2837 County Road Y, Clintonville, WI 54929
E-mail: nicfoundation.lynn@gmail.com

Northeast 2024-2026

Terra Malama 920-255-0308
4116 Woodland Road, #1, Green Bay, WI 54313
E-mail: mtbo1214918@yahoo.com

Northwest 2024-2025

Roberta Shaffer..... 715-791-4510
6405 County Road A, Webster 54893
bertshaffer@gmail.com

Southeast 2024

Donna Zarovy 262-857-7502 or
262-945-7502 (c)
6207 203rd Avenue, Bristol, WI 53104
E-mail: zarovy@frontier.com

Southwest..... 2024

Shirley Steinhorst 608-356-3531 or
608-477-0875 (c)
1050 4th Street, Baraboo, WI 53913
Email: shirleysteinhorst@yahoo.com

West 2023-2025

Mary Ann Bays..... 608-339-6004 or
608-547-6889 (c)
2150 8th Drive, Adams, WI 53910
E-mail: baysfarm@frontier.com

Potential candidates will be contacted by the Nominating Committee Chair and asked to submit a completed **“WAHCE Officer Candidate Information Form”, a personal biographical sketch, a letter of consent, and two endorsement letters -- one from a county officer and one from a district officer by April 15, 2024.**

Guidelines for State WAHCE International Chair:



Election and Term:

- The State Council elects the WAHCE International Chair to the WAHCE Executive Board for a three-year term of office. It is nonrenewable.
- Is a voting member of the WAHCE Executive Board and receives all financial reimbursements defined in the By-Laws and Standing Rules of WAHCE.

Duties:

- Works directly with districts and councils to acquaint members with the programs of ACWW and our affiliation with NVON, CWC and ACWW.
- Promotes collection of Pennies for Friendship, Letter Friends and the international projects of WAHCE.
- Informs members of the resolutions and recommendations adopted at the ACWW triennial.
- Sends description of international workshops to conference chair by February 1.
- Conducts International Workshop at State Conference.
- Is responsible for collecting Pennies for Friendship at the State meeting.
- May visit each WAHCE District once during term at state expense.
- Performs additional duties as requested by the WAHCE President.
- Prepares an International Committee report to be given at each WAHCE Executive Board Meeting and/or Zoom held over the course of the year. Emails/sends a copy of report to the President and Secretary two weeks prior to the meeting.
- Attend all State Board meetings and online sessions.

Communication:

- Communicates with District International Chairs to assist with state projects.
- Writes articles for *Communicator* and *UPDATE* informing members of distribution of Pennies for Friendship and state international funds.
- Prepares articles of international interest for *UPDATE* magazine.
- Prepares and annual report to be included in the WAHCE Annual Report.
- The International Chair prepares a summary of the International Workshop following the annual conference and presents it at the Executive Board Meeting following conference.

Guidelines for State WAHCE Treasurer-Elect

Election and Term:

- The State Council elects the WAHCE International Chair to the WAHCE Executive Board for a three-year term of office. It is nonrenewable.
- Is a voting member of the WAHCE Executive Board and receives all financial reimbursements defined in the By-Laws and Standing Rules of WAHCE.

Duties for Treasurer and Treasurer-Elect:

- Shadows the WAHCE Treasurer for one year in preparation to become Treasurer for three years after serving one year as Treasurer-Elect.
- Responsible for collection and safekeeping of all WAHCE funds.
- Disburses funds at direction of WAHCE President and Executive Board.
- Invests and monitors WAHCE funds after conferring with WAHCE Finance Committee and WAHCE Board.
- Serves as Chair of the WAHCE Finance Committee.
- Presents a current financial statement at each WAHCE Executive Board meeting.

- Presents financial report, proposed budget and accountant's report of review of financial records at Annual Conference Business Meeting.
- Provides membership count to State President and Membership Chair.
- Prepares financial report of Educational Program and State Conference when completed.
- Maintains Treasurer Handbook (both electronically and hard copy).
- Each year gives notice to County Treasurers that several reports are due.
- Requests annual financial statement from District Treasurer and/or District Director and proof of filing of 990N report no later than March 31.
- Conducts Treasurer's workshop at Annual Conference on request of WAHCE Board for county and district treasurers.
- Informs Board of all donations including Pennies for Friendship and the Memorial Leadership Scholarship fund, etc.
- Files IRS Tax Form 990 annually and verifies that counties and districts have done the same.

Guidelines for State WAHCE Wisconsin Bookworms Chair



Election and Term:

- The State Council elects the WAHCE International Chair to the WAHCE Executive Board for a three-year term of office. It is nonrenewable.
- Is a voting member of the WAHCE Executive Board and receives all financial reimbursements defined in the By-Laws and Standing Rules of WAHCE.

Duties:

- Understand and promote the Wisconsin Bookworms early reading program.
- Promote the love for books and the value of reading to children.
- With a selected team of 10-12 members, lead the review process of determining the books to be read for upcoming year.
- Order books and bookplates/labels for the WB counties. All books are billed directly to counties. Coordinator verifies with counties that they have paid their bills in a timely manner..
- Attend the State Conference in September. Plan and implement the Wisconsin Bookworms workshop for attendees.
- Plan and conduct an informational Zoom session in the spring for District Coordinators, County Coordinators, County Presidents, and interested readers.
- Work with State President and UW Madison Division of Extension Point of Contact to coordinate the creation of the Activity Sheets for the Wisconsin Bookworms program.
- Prepares a Wisconsin Bookworms Committee report to be given at each WAHCE Executive Board Meeting and/or Zoom held over the course of the year. Emails/sends a copy of report to the President and Secretary two weeks prior to the meeting.
- Attend all State Board meetings and Zoom sessions.
- Be available to visit counties and districts leading workshops/presentations promoting the Wisconsin Bookworms program. If invited by a county or District, the entity inviting Chair pays for Chair's mileage and registration.
- Serve as a resource on how to begin and/or maintain a Wisconsin Bookworms program in each HCE county.
- Assist counties with fund raising efforts/ideas. Provide grant resources on the WAHCE website.

Communication:

- Communicates with District Bookworms Chairs.
- Writes articles for *Communicator* and *Update*.
- Correspond and share updated information with District Chairs, County Coordinators, and County Presidents via email and postal mail and phone calls.
- Prepares an annual report to be included in the WAHCE Annual Report.
- Coordinate with the WAHCE webmaster for posting various materials throughout the year.