



2025 CALL FOR NOMINATIONS

The 2025 WAHCE Nominating Committee is in search of qualified candidates for the following positions on the WAHCE State Board for the service years of 2025-2028:

**Vice President of Program
Membership**

**Secretary
Cultural Arts**

The positions of, Northeast District Director and West District Director will also be elected in 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. 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 2025 WAHCE State Conference in Green Bay, and their terms will begin January 1, 2026.

Contact one of the following committee members with names of potential candidates, or mail nominations by **April 1, 2025 to Mary Ann Bays,**

The Nominating Committee consists of the following:

Committee Chair:

Mary Ann Bays 608-547-6889
2150 8th Drive, Adams, WI 53910
Email: baysfarm@frontier.com

Carolyn Dreier.....920-627-2739
1013 Carver Ave, Howards Grove, WI 53083
Email: carolyn.dreier@yahoo.com

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

Shirley Steinhorst.....608-356-3531
1050 4th Street, Baraboo, WI 53913
Email: shirleysteinhorst@yahoo.com

Cheryl Eilert.....608-297-7640
N5162 11th Road, Montello, WI 53949
Email: cheryleilert@gmail.com

Roberta Shaffer.....715-791-4570
6405 County Road A, Webster, WI 54893
Email: bertshaffer@gmail.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, 2025.**

Guidelines for Vice President of Program

Election and Terms:

- The State Council elects the WAHCE Vice President 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:

- Performs duties of the President in the absence or disability of the President, except in the year when the President-Elect is in office.
- Reviews the Minutes from all WAHCE Executive Board meetings and communicates any changes to WAHCE President and Secretary.
- Works with the WAHCE University of Wisconsin Liaison and the WAHCE President to decide on and implement yearly focus for the Educational Program.
- Helps to prepare the Educational Program announcement or invitations to districts.
- Sends Educational Program information to UPDATE, Communicator and Conference Program Coordinator.
- After WAHCE Conference, sends educational program information to webmaster for website.
- Keeps Award forms up-to-date including the forms on the website.
- Arranges for judges for: Stitches of Love, Services of Love, Club Community Service books, and Educational Program Awards.
- After being received, send all Award Books for Stitches of Love, Services of Love, and Club Community Service and Educational Program awards to the judges. Send letters to the winners. Present Award certificates at the State Conference.
- Prepares annual Calendar of Duties and keeps the Educational Program Manual updated.

Guidelines for WAHCE Board Secretary

Election and Terms:

- The State Council elects the WAHCE Vice President 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:

- Keeps minutes of all WAHCE meetings and sends a draft to the President and the Vice President for their critique and corrections.
- Within four weeks of meeting, send corrected copy to WAHCE Executive Board Members, Standing Committee Chairs, University of Wisconsin Liaison and UPDATE Editor.
- Sends all minutes and pertinent correspondence by email, if possible.
- Performs secretarial duties as assigned by the President.
- Provides presiding officer with exact wording of a pending motion or one previously acted upon.
- Brings Minute books (either had copy or electronically) to each meeting for referral if necessary.

- Secretary for Annual Meeting. Prepares a list of counties and calls roll at Annual Meeting.
- Sends duplicate copies of official correspondence to WAHCE President, Liaison, and President Elect.
- Serves on By-Law Revision Committee if asked by President.
- Prepares annual Calendar of Duties.
- Serves on WAHCE Executive Board Manual Committee.
- The President coordinates with all committees to update their committee manuals annually this includes the hard copy and the flash drive. Secretary also has a copy of the drive and may assist.
- Uses and maintains the WAHCE state computer and printer.

Guidelines for Cultural Arts Chair

Election and Terms:

- The State Council elects the WAHCE Vice President 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:

- With the assistance of the Cultural Arts Committee, develops a statewide program to:
 - Encourage self-expression through various forms of creative, visual and performing arts.
 - Explore the fine arts and publicizes in newsletters and other media.
 - Promote interest in educating future generations in the heritage skills of the past.
- Quilt Raffle: The Cultural Arts Committee conducts a quilt raffle at the WAHCE Conference to generate the funds to conduct the Cultural Arts Show. This includes:
 - Arranges for renewal of the annual raffle license with the Wisconsin Division of Gaming including the required income and expense statement. License is renewed in February.
 - Obtain a quilt(s) and other items to be used for the auction.
 - Purchase the tickets to be used for the raffle.
 - The members of the committee and/or chair shall man a table during the WAHCE Conference to sell the raffle tickets.
 - At the designated time, conduct the raffle.
- With the State Conference Committee:
 - Previews Cultural Arts Room and draws up room layout.
 - Arranges for quilt racks, tables, chairs, and ladders to use in Cultural Arts Show room.
 - Arranges for judges, purchases ribbons, medal awards, and People's Choice certificates.
 - Sets times when entries can be dropped off and picked up at conference.
 - Sets time for judging and viewing during the conference.
 - Selects four volunteers for drop off and pick up times and 12 volunteers to help the judges and set up the room for viewing.
- Announces People's Choice Awards at annual conference.

- May plan and conduct a workshop at the WAHCE State Conference with the assistance of committee members.
- Chair of the WAHCE State Cultural Arts Committee made up of a District Cultural Arts Chair from each of the districts in the state.
- Attends WAHCE Executive Board Meetings.
- Keep the Cultural Arts Manual and Calendar of Duties up-to-date on a yearly basis. Updates the committee manual on the flash drive and gives a copy to the current WAHCE President and Secretary.

Guidelines for Membership Committee Chair

Election and Terms:

- The State Council elects the WAHCE Vice President 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:

- Is the Chair of the WAHCE State Membership Committee made up of a Membership Chairperson from each district.
- Creates a membership challenge for the next year.
- Prepares a report of membership activities for the WAHCE Annual Report and submits to President for approval.
- Conducts a workshop at the WAHCE State Conference, with the assistance of committee members, to promote the state membership plan. Arranges for a speaker, if desired, for the workshop. Responsible for WAHCE photo booth to be used at WAHCE Conference.
- Corresponds with counties receiving membership awards of plans for presentation of awards at the WAHCE State Conference. Make necessary seating arrangements for award winners.
- Distributes other information pertinent to membership to Membership Committee members. (District Director in the absence of a District Membership Chair).
- Sends copy of correspondence and information pertaining to membership to State President.
- Attends WAHCE Executive Board Meetings or Zoom meeting.
- Holds a Zoom meeting with District Membership Chairs to develop the membership plan and activities to:
 - Provide leadership in recruiting new members and forming new clubs.
 - Promote WAHCE through cooperation with other organizations having the same goals.
 - Make members aware of WAHCE membership status and the importance of their role in recruiting new members.

Submits a membership report for publication in each edition of the UPDATE.