

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.
AND
THE OKLAHOMA COOPERATIVE EXTENSION SERVICE**

Introduction

This memorandum clarifies the appropriate roles and working relationship between the Oklahoma Cooperative Extension Service (OCES) and the Oklahoma Home and Community Education, Inc. (OHCE). The guidelines are expected to set the framework for continuing mutually beneficial interaction between OCES and OHCE in districts and counties.

Purpose of Oklahoma Cooperative Extension Service

OCES, an agency in the Division of Agricultural Sciences and Natural Resources at Oklahoma State University was authorized by federal legislation (The Smith-Lever Act of 1914) to establish a formal partnership among the U.S. Department of Agriculture, State, and County Governments for the conduct of Cooperative Extension education. OCES provides education and research-based information to help Oklahomans solve problems and develop skills related to youth, family, agriculture and community.

Purpose of Oklahoma Home and Community Education, Inc.

The major goal of OHCE is education. Through programs in Family and Consumer Sciences (FCS) and related fields, OHCE members strive to gain knowledge and develop skills to help improve the quality of life for Oklahoma family members.

Nature of the Oklahoma Home and Community Education, Inc.

OHCE is a non-profit organization of approximately 3,000 people who participate in organized Extension programs throughout the state. Its membership is open to all people without regard to race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status in any of its policies, practices or procedures.

OHCE's bylaws declare that the organization is an educational organization that encourages adult education in FCS through OCES.

Since its formal organization in 1935, OHCE. has had a close relationship with on three levels.

1. The Assistant Director, OCES/FCS Program Leader and Associate Dean, College of Education and Human Sciences serves as advisor to OHCE State Executive Committee and Committee Chairpersons of OHCE in planning, implementing and evaluating state programs. The advisor serves as a liaison for OHCE and OCES Staff.
2. The OCES District Program Specialists, FCS, provide leadership to FCS County Educators to develop educational programs; and serve as an advisor to District OHCE Representatives in planning, implementing and evaluating district programs.
3. The OCES County Educator, FCS, serves as an educational resource and advisor to the County organization in planning, implementing and evaluating county programs. FCS educators are encouraged to further the development of OHCE groups and educational lessons as one part of the overall OCES, FCS Program.

A. GENERAL ORGANIZATIONAL MANAGEMENT AND MEMBERSHIP

County Organization

1. Be knowledgeable of county, and state goals, organizational policies, and educational programs of OHCE.
2. Conduct functions and business of the organization such as:
 - * call the organization's meetings
 - * arrange for facilities, prepare agenda, contact program participants, conduct meetings, prepare minutes, appoint committees
 - * collect dues and other monies and maintain appropriate financial accounts
 - * elect officers
 - * arrange for sponsored activities
 - * submit OHCE and other reports as necessary, plan and conduct county and community service projects
 - * county officers serve as advisors to committees
3. Maintain working files of county records in possession of current officers to include:
 - * secretarial minutes
 - * financial records (last 6 years) and IRS income tax returns prepared (only if annual income is \$50,000 or more)
 - * 990 N for income less than \$50,000 annually
 - * bylaws
 - * historical material
 - * program information
 - * officer handbooks/notebooks
4. Pay for organization expense of officers and committees, such as postage, supplies, and other approved expenses.

Financially support resource persons involved in special County organization sponsored events.
5. Recruit new members, assist in organizing new groups, help maintain established groups and follow-through on membership referrals.
6. Encourage organization and group members to participate in appropriate meetings at all organizational levels and share information with the Extension Educators, membership and others.

Extension Educator, Family & Consumer Sciences

1. Be knowledgeable of county and state goals, organizational policies and educational programs of OHCE.
2. Serve as advisor and consultant to county organization and assist it in functioning in a democratic manner; cooperate with officers to fulfill responsibilities.

Offer to the county organization resources and services available from the County Extension office.

Assist with agenda for OHCE County Organization meetings. Prepare and/or give an Extension Educator's report at Executive and County Organization meetings.
3. Maintain in County Extension office permanent and working files of important papers such as affirmative action information, County Organization members (2 years), bylaws, (year books), other historical materials.

Assist county treasurer in reviewing financial records; past and current financial reports, and IRS reports (only file IRS income tax if annual income is \$50,000 or more).

If income is less than \$50,000/annually the educator will assist by completing and filing form IRS 990 N –by May 15, each year.
4. Assist organization with duplication of appropriate materials.
5. Work with membership chairman and officers to recruit new members. Assist in forming new groups, maintaining established groups, and supporting county organization.
6. Participate in county, district and state meetings and encourage others to participate.

County Organization

7. Seek the advice and counsel of Extension Educator whenever conducting fund raising projects and activities in keeping with the needs of the community.

Extension Educator, Family & Consumer Sciences

7. Provide advice and counsel, but do not engage in carrying out any fundraising activity. Oklahoma State University & OCES will not serve as a purchasing agent for OHCE.
8. Educator serves as liaison with local group(s) by participating in a minimum of 1 or 2 meetings of each local group, each year. At each local group meeting, provide leader lesson, mini-lesson or other educational information.

B. PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION

County Organization

1. Identify and communicate educational program needs and concerns to the county Extension Program Advisory Committee (PAC)
2. Cooperate with Extension Educator(s) in planning, implementing, and evaluating quality research-based educational FCS programs.
3. Assume the responsibility for receiving educational material for monthly educational lesson at leader training.
4. Plan a minimum of 10 educationally designed lessons to meet county needs and specific behavioral and/or community outcomes.
5. OHCE leaders provide educational programs to local groups and others and assist FCS Extension Educators, in subject matter training sessions.
6. Plan and prepare OHCE Yearbook.
7. Develop goals and conduct plan of action through county OHCE committees using guidelines from state goals and county identified needs.
8. Assume responsibility of directing committee chairs and members completing reports and awards applications.
9. Assist the Extension Educator in evaluating educational programs. OHCE leaders should provide evaluation and impact reports of their state and special projects to Extension Educators for reporting and recordkeeping. OHCE should report volunteer hours.
10. Assume responsibility for the county training for OHCE special statewide educational programs.

Extension Educator, Family & Consumer Sciences

1. Develop a countywide Program Advisory Committee (PAC) to identify needs and include OHCE representation on the committee.
2. Cooperate with county organization officers and committees in planning, implementing and evaluating quality research-based FCS programs.
3. Identify FCS educational resources relevant to OHCE educational lessons.
4. Encourage county organization in its educational program planning implementation and evaluation.
5. Educate OHCE leaders in subject matter and teaching methods to give educational programs to local groups and others.
6. Assist in planning and preparation of OHCE yearbook.
7. Serve as resource person as committees carry out plan of action.
8. Assist in providing leadership to committee chairs in completing reports and awards applications.
9. Evaluate educational programs of OHCE as needed for total Extension educational and reporting purposes (to enter under the OCES Program Activity Reporting System - PARS). To that effect, Educators should request volunteer hours, project outcomes and evaluations from the county OHCE local organization-
10. Identify educational resources relevant to OHCE special statewide educational programs. Teach educational programs when appropriate.

C. LEADERSHIP AND PUBLIC POLICY

County Organization

1. Provide training sessions for county organization and local group officers. This will include special training for the treasurers on keeping accurate records of finances and in completing all necessary information. The treasurer should handle all monies of the group or organization.
2. Identify and motivate members who exhibit potential for organizational and educational leadership.
3. Utilize OHCE state officers and committee members as resource persons for leadership development and information sharing in the county.
4. Encourage members to participate and take leadership roles in appropriate public policy decision-making as individuals. They may not lobby or endorse a candidate or issue in the name of the organization.
5. OHCE will not deny membership or participation in programs to any person because of race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status. Adopt and implement a county OHCE Diversity Plan.
6. County organization of OHCE will not share membership lists of names and addresses to individuals, agencies or organizations outside of OCES.

Extension Educator, Family & Consumer Sciences

1. Advise and counsel county officers in leadership development skills. Follow accounting procedures of OSU and OCES. State law dictates monies collected by state employees should be deposited in state-approved 'agency' accounts.
2. Assist in the identification, and motivation of members who may be potential organizational and educational leaders.
3. Participate in County, District, and State OHCE meetings and encourage others to participate.
4. When the need arises, serve as resource for public policy education and provide educational materials as needed.
5. Inform OHCE members of Affirmative Action rules. Assist with the development of an annual county OHCE Diversity Plan.
6. Shall not share membership lists of organization members to individuals, agencies or organizations. Educators and FCS state office maintain such list and keeps it under secured access.

D. COMMUNICATIONS

County Organization

1. Establish and maintain communication network with the Extension Educator.
2. Establish and maintain communication network within the organization. The OHCE program is one of the overall county Extension programs.
3. Establish and maintain communication between state OHCE Board and the county OHCE members.
4. Interpret current OHCE policies and guidelines.
5. County officers & committee chairs provide information to Extension Educator for FCS Newsletter.
6. Publicize programs & activities, and the involvement of leaders and members to media & other interested persons.
7. Communicate OHCE member, county, state and program achievements to significant policy and decision-makers on local, county, state & federal levels.

Extension Educator, Family & Consumer Sciences

1. Establish and maintain communication network with OHCE members.
2. Explain to OHCE leaders how the OHCE organization is one audience of the overall county Extension program.
3. Communicate to the District Advisors (i.e., FCS District Program Specialists) and/or State Advisor (i.e., Associate Dean/Assistant Director FCS) about matters relating to the organization.
4. Interpret current policies and guidelines of OCES.
5. Prepare FCS Newsletter. The newsletter should be educational in nature as well as provide information about the OHCE organization.
6. Assist public relations chair in working with mass media.
7. Communicate OHCE member, county, state and program achievements to significant policy and decision-makers on local, county, state & federal levels, as well as within OCES.

E. EVENTS AND ACTIVITIES

County Organization

1. Plan, conduct and evaluate county OHCE events through committees. Committee chair serves as liaison with county Extension Educator.
2. Plan, conduct and evaluate educational tours through appropriate committees.
3. Plan, conduct, and evaluate trips to conferences and meetings at the district, state, national and international level (CWC – Country Women’s Council; ACWW - Associated Country Women of the World).
4. Plan, conduct and evaluate contests including Heart of OHCE, Rookie, Member, and Young Member awards.
5. Plan, conduct and evaluate all cultural enrichment events and other activities.
6. Participate and provide leadership for OHCE section of county fair and other competitive events. Committees plan, implement and evaluate these activities.

Extension Educator, Family & Consumer Sciences

1. Advise and support members in their roles.
2. Serve as advisor for planning educational tours sponsored by county organization.
3. Serve as advisor to planners of OHCE-sponsored meetings and conferences. Publicize said meetings and conferences to county OHCE members.
4. Advise contest committees and secure award judges as needed.
5. Does not assume responsibility for teaching crafts, and/or conducting craft shows which are not directly tied to FCS behavioral and/or community outcomes.
6. Contacts and hosts judges of county fair and other competitive events. As advisor, assist in planning county fair with fair superintendents. Assist superintendents in fulfilling their roles.