# **Oklahoma Home and Community Education, Inc.**

# **Even Year Elections**

## **Qualification Form Instruction Sheet**

## **The following are requirements and must accompany the qualification forms:**

1. A picture and a letter of consent from the person submitting his/her name.
2. A letter of endorsement from the County Extension Educator listing talents and capabilities for office applied for by the individual.
3. Endorsement of the County Organization as verified by the signature of the County President.

### **Elective offices to be filled are:**

Secretary

District Representative (4)

### **Appointed Positions:**

Parliamentarian

Chaplain

Outreach Newsletter Editor

Historian

Promotional Sales

ACWW Coordinator

Technology Coordinator

## **Appointed committee chair and members (one from each district) to be filled are:**

Arrangements

By-Laws

Budget

Cultural Enrichment

Family Enhancement

Healthy Living

Nominating

Membership

Leadership Development

Resource Management

State Project (when needed)

All nominees for elective and appointed positions must be a member in good standing of the Oklahoma Home and Community Education, Inc. and meet the requirements of eligibility to be considered for office. (Refer to state By-Laws Article IV and V for requirements and in the OHCE Police Book for job descriptions.)

Nominees selected are requested to attend the Annual Meeting when appointment or elected position is announced. He/She will attend the meeting at their own expense.

## **Deadline for filing is February 1. Send completed copies to:**

**Kathy Fentress** **Dr. Gina Peek**

OHCE State Nominating Chair **OHCE State Advisor**

279 Ash Ridge Trl. OSU Extension-Family & Consumer Sciences

Broken Bow OK 74728 135 Nancy Randolph Davis Bldg.

Stillwater, OK 74078-6111

## **Oklahoma Home and Community Education, Inc.**

## **Use for Even or Odd Year Elections**

## **Qualification Form**

(attach a recent photo)

County       District

Name

Address       Phone

(street or Route) (city) (Zip)

Email Address       Cell Phone

Age (please check one)

Below 25  25-35  36-45 

46-55  56-65  66+ 

Number of years as an OHCE member

Offices held and committees served on as a member:

Local Group:

County:

State:

Community Activities: (School, Church, Social, Boards, etc.)

Does the person submitting the qualification form have the approval of family to assume this responsibility?

Has the member given consent, in writing, to fulfill the duties required of the office, if elected or appointed? (attach consent)

Is this person free to attend all state and district meetings and/or other meetings pertaining to the office?

Does this person have available transportation to carry out the responsibilities of the office?

Is this person proficient in parliamentary procedure?

**** **Home & Community Education, Inc. District**

## **Even Year Elections**

## **Recommendation**

We, the       County OHCE, recommend

      as qualified to fill the office of:

**List in order of preference, (Example 1st, 2nd, 3rd, etc.)**

## **Elected Office:**

District Representative (Application Due Feb 1)

Secretary

## **Appointed Positions:**

Parliamentarian

Historian

Chaplain

Oklahoma Outreach Editor

Promotional Sales

ACWW Coordinator

Technology Coordinator

## **Appointed Committee Chair & Members:**

**Chair** **Member**

Arrangements      

Budget      

By-Laws      

Nominating (Past President)      

## **Appointed Program Committee Chair & Members:**

Cultural Enrichment      

Family Enhancement      

Healthy Living      

Leadership Development      

Membership      

Resource Management      

State Project (as needed)      

     

County President County Extension Educator