

**Oklahoma Home and Community Education Qualification Form
(Even Year Elections)
INSTRUCTION SHEET**

The following should 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**

Appointed committee chairman and members to be filled are:

**Arrangements
By-Laws
Budget
State Handbook
Nominating
Cultural Enrichment
Healthy Living
Membership
Leadership Development**

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.)

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:

Debra Stevenson
OHCE State Nominating Chair
3029 Tenkiller Drive
Yukon, OK 73099

Dr. Jorge Atiles
OHCE State Advisor
OSU Family & Consumer Sciences
135 Human Sciences
Stillwater, OK 74078-6111

OKLHAOMA HOME & COMMUNITY EDUCATION
Qualification Form (Use for Even or Odd Year Elections)

(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? _____



District _____

**OKLAHOMA HOME & COMMUNITY EDUCATION
Qualification (Even Year Elections)**

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	_____
Leadership Development Chairman	_____

Appointed Positions:

Parliamentarian	_____
Historian	_____
Chaplain	_____
Oklahoma Outreach Editor	_____
Promotional Sales	_____

Appointed Committee Chairmen & Members:

	<u>Chairman</u>	<u>Member</u>
Arrangements	_____	_____
Budget	_____	_____
By-Laws	_____	_____
Nominating	_____ (Past President)	_____
Handbook	_____	_____

Appointed Program Committee Chairmen & Members:

Healthy Living	_____	_____
Cultural Enrichment	_____	_____
Membership	_____	_____
Leadership Development	_____ (Elected Office)	_____

County President

County Extension Educator