



Oregon Association for Family and Community Education

Officer Duties for State, County Councils and Study Groups

Developed using the 2017 Oregon FCE Handbook and other various resources

Oregon FCE State Officers

The Duties of the State President shall be to:

- A. Preside at business meetings of the Association of the Board of Directors and of the Executive Committee.
- B. Have a basic working knowledge of Parliamentary Procedure.
- C. With the assistance of the Secretary, prepare an agenda for all meetings.
- D. Appoint all Marketing Team members, Newsletter Editor and Special Project Representatives for a term of three years, subject to the ratification of the Executive Committee. Assign duties and publish job descriptions for the above mentioned positions.
- E. Appoint special committees, assign duties and publish job descriptions for these positions.
- F. Keep the Vice Presidents informed, and assign such duties to the Vice Presidents and District Directors as will aid the President in performing the work of the office.
- G. Ensure that all Board members and committee chairs/representatives are given notice of Board of Directors' meetings.
- H. Prepare and distribute a Call to Conference letter to all Board members and County Council Presidents.
- I. Be an ex officio member of all committees, with the exception of the Nominating committee.
- J. Submit a report of her/his official activities to the Board of Directors at its meeting prior to the Annual Meeting.
- K. Report his/her official activities annually to the delegates at the Annual Meeting.
- L. Assume responsibility for the in-service training of the President Elect.

- M. Be a voting delegate at all National FCE and ACWW meetings when attending.
- N. Attend the National FCE Conference, with expenses paid within the limits of the budget. In the event the President is unable to attend an annual conference, she/he may appoint an appropriate alternate, whose expense will be covered within the limits of the budget.

The duties of the State Vice President for Program shall be to:

- A. Serve as aide to the President, who shall assign the Vice President's duties.
- B. Serve as Chair of the Education Committee.
- C. Serve as Chair of the Credentials Committee for elections.
- D. Perform the duties of the President in the event of his/her resignation, disability, or death, until the next meeting of the Executive Committee, at which time a successor shall be named to complete the term of office.

The duties of the State Vice President for Public Policy shall be to:

- A. Serve as aide to the President, who shall assign the Vice President's duties.
- B. Work with the President to develop leadership training opportunities for Board members and other FCE leaders.
- C. Oversee the selection of the Heart of FCE and the Friend of Oregon FCE awards, as selected by the Oregon FCE Board.
- D. Perform the duties of the President in the event that neither the President nor the Vice President for Program is able to complete the elected President's term of office. At the next meeting of the Executive Committee, a successor shall be named to complete the term of office.

The duties of the State President-elect shall be to:

- A. Become President at the expiration of the President's term. A President-elect shall have served one year's training before advancing to the presidency.
- B. Attend Executive Committee Meetings, Board of Directors' meetings, and State Annual meeting with a vote.
- C. Accept special committee assignments as required by the Executive Committee.

The duties of the State Secretary shall be to:

- A. Assist the President with the preparation of the meeting agenda.

- B. Keep records (*minutes) of all meetings of the Association, Board of Directors and the Executive Committee.
- C. If asked by the President, give notice of Association, Board of Directors, or Executive Committee Meetings.
- D. Ascertain the number of voting delegates present at the business session of the Annual Meeting by calling the roll of the counties.
- E. Perform other secretarial duties as assigned by the President.
- F. Distribute minutes of meetings to all Executive Committee members within three weeks of the date of a meeting. Receive corrections and send corrected minutes to all board members within 30 days.
- G. Update the Policies and Procedures document as approved by the Oregon FCE Board of Directors.
- H. Update the bylaws document as approved by the vote of the general membership at the Annual Conference of the Association.

*Minutes should contain the following information:

- a. Kind of meeting
- b. Name of organization
- c. Date and place
- d. Attendance names and numbers
- e. Treasurer's report
- f. All unfinished and new business
- g. Special Project Committee reports
- h. Special committee reports
- i. All motions and resolutions (including name of maker and whether or not passed)
- j. Other notes and information as needed

Duties of the State Treasurer shall be to:

- A. Be bonded.
- B. Receive and keep records of all funds and deposit the same in a depository approved by the Executive Committee.
- C. Pay authorized expenses of the Association upon written order from the President.
- D. Present a statement of accounts at all meetings of the Board and at such times as the President shall request.
- E. Have the books audited by a Certified Public Accountant once during the treasurer's term. A review will be conducted at the end of each year that

the books are not audited.

- F. Make a financial report at the State Annual Meeting.
- G. Serve as Chair of the Budget committee.
- H. Mail notification of annual dues to County Treasurers in August.
- I. Assist the President in preparing a proposed budget for the coming year. Make copies of the proposed budget for all Board members. Present the proposed budget at the Fall Pre Conference Board meeting. Prepare a copy of the proposed budget and a short financial statement for attendee packets for the Annual Meeting.

Duties of the State District Directors shall be to:

- A. Serve as representative of your district on the Board, transmitting concerns and ideas from Counties to the Board and from the Board to the Counties.
- B. Prepare a concise written report of the FCE activities of the counties in your district for each member of the board. Give a brief oral report, when requested by the President.
- C. Submit a written District Director report of the previous year's FCE activities to the President and the Vice President for Program by the scheduled deadline in the Oregon FCE Handbook.
- D. Visit each county in your district twice each year.
- E. Work with the County Council Presidents and participate in County programs, as requested.
- F. See that arrangements are made and programs planned for District meetings. Involve all the district's counties in planning.
- G. Work with the counties in your district when hosting the Annual Meeting.

Oregon FCE County Council Officers

Duties of the County Council President shall be to:

- A. Preside at all County Council meetings and activities.
- B. Have a basic working knowledge of Parliamentary Procedure.
- C. With the assistance of the Secretary, prepare an agenda for all meetings.
- D. Make meetings efficient and businesslike.
- E. Assist other officers and committees to understand and carry out assigned functions.
- F. Appoint committees as needed. Note: Appointment of a sub-committee

can save time from detailed discussion at council meetings.

- G. Make sure the Half Yearly Reports are completed and sent to the person holding the office of District Director.
- H. Help plan and conduct study group officers' training and review FCE Handbooks.
- I. Keep members informed about the Oregon FCE state program and business.
- J. Become familiar with the bylaws of the study groups, County Council, and Oregon FCE.
- K. Report results of election of officers and Special Project Chairs for next year to the Oregon FCE Secretary.
- L. Maintain a close working relationship with the county Extension Family and Community Development faculty and with the Oregon FCE board.
- M. Represent your county at Oregon FCE annual state meeting as a voting delegate (or send an accredited* alternate) in order to vote according to the County Council's instructions. *Accredited means a current member of County Council FCE
- N. Help create a feeling of friendliness and unity among the study groups in your county.

Duties of the County Council Vice President shall be to:

- A. Preside in the absence of the President and assume other duties of the President on request. This makes it essential that you become familiar with the President's duties.
- B. In case of resignation of the President, succeed him/her in office.
- C. Serve as chair of the Education Committee and assist with the programs of work.
- D. Maintain a close working relationship with the County Council President and Extension faculty.
- E. Give names addresses and phone numbers of new County Council Officers and Committee Chairs to the District Director.

Duties of the County Council Secretary shall be to:

- A. Assist the President with the preparation of the meeting agenda
- B. Record the business of the meeting (*minutes) accurately and concisely.
- C. If requested, be prepared to read the minutes of previous meetings.
- D. Carry on correspondence for the group.

- E. Furnish a copy of the minutes to the state Vice President for Program.
- F. Attend and participate in officers' training meetings.

*Minutes should contain the following information:

- a. Kind of meeting
- b. Name of organization
- c. Date and place
- d. Attendance names and numbers
- e. Treasurer's report
- f. All unfinished and new business
- g. Special Projects Committee reports
- h. Special committee reports
- i. All motions and resolutions (including name of maker and whether or not passed)
- j. Other notes and information as needed

Duties of the County Council Treasurer shall be to:

- A. Take charge of all Council funds.
- B. Furnish statement or oral report at all business meetings.
- C. Pay all bills authorized by the Council vote.
- D. Receive membership forms and payment for annual state dues from study groups.
- E. Fill out forms for state dues; send membership forms, state forms, and payments to state treasurer.
- F. Keep records of annual memberships and send a copy of same to District Director
- G. Have two (2) authorized signatures for County Council Accounts (i.e. President and Treasurer).
- H. Have your books reviewed annually by a committee as a protection to you.
- I. List ACWW and other contributions and monies individually when sending to State Treasurer.

Oregon FCE Study Groups Officers

Duties of the Study Group President shall be to:

- A. Have a basic working knowledge of Parliamentary Procedure.
- B. With the assistance of the Secretary, prepare an agenda for all meetings.
- C. Make everyone feel welcome and part of the group.
- D. Preside at each meeting, using your agenda to keep the business meeting efficient and allowing enough time for the educational program.
- E. Assist other officers in understanding and carrying out their leadership responsibilities.
- F. Appoint committees, as needed, to assist in carrying out projects.
- G. See that the "Half Yearly Report", volunteer hours report, and lesson evaluations are sent to the District Director.
- H. Notify the Vice-President ASAP if she/he needs to lead or attend a meeting for you. Provide him/her with a prepared agenda.
- I. Appoint a financial review committee annually.

Duties of the Study Group Vice President shall be to:

- A. Preside in the absence of the President.
- B. Supervise delivery of monthly educational programs and eye openers.
- C. Succeed the president in office in the event she/he is unable to serve.

Duties of the Study Group Secretary shall be to:

- A. Assist the President with the preparation of the meeting agenda
- B. Take *minutes at each meeting. Have minutes approved by the group.
- C. Carry on correspondence for the group. Read correspondence at each meeting.
- D. Provide an up-to-date membership list of the study group to the members.

*Minutes should contain the following information:

- a. Kind of meeting
- b. Name of organization
- c. Date and place
- d. Attendance names and numbers
- e. Treasurer's report
- f. All unfinished and new business

- g. Special Projects Committee reports
- k. Special committee reports
- l. All motions and resolutions (including name of maker and whether or not passed)
- m. Other notes and information as needed

Duties of the Study Group Treasurer shall be to:

- A. Prepare an annual operating budget to present to your unit for approval.
- B. Keep a written record of financial transactions.
- C. Pay all bills authorized by the study group.
- D. Pay dues to County Council Treasurer, with list of membership.
- E. Present books for review at the end of each year.
- F. Provide the District Director with a directory for all study group members.

Notes for all officers at all levels:

- Each officer should hold themselves to the highest morals and standards of the FCE organization.
- Each officer should strive to do the very best that they can do in all situations.
- Each officer should attend and participate in all Officer Trainings whenever possible.
- Each officer should know the duties and responsibilities for all officers in the case that one of the officers is absent, resigns, or is no longer able to fulfill their responsibilities.
- Each officer should turn over all Handbooks, Files and other pertinent information to the new officer after their term ends.
- Each officer, after they have completed their term of office, should teach and mentor the new officer of their duties and responsibilities. They should not use the “knock, drop and run” method.