



Grayson County Extension Homemakers

POSITION TITLE: Secretary

QUALIFICATIONS:

Must be a member of KEHA and have served as a club officer or chairman

TIME REQUIRED / DURATION OF APPOINTMENT:

Two Years

GENERAL PURPOSE:

To keep Grayson County Homemaker Association's record of meetings in an organized manner.

SPECIFIC RESPONSIBILITIES:

- To attend, record and preserve the minutes of all Grayson County Extension Homemaker Council Meetings, Executive Committee Meetings, and County Annual Meeting and attend Extension Council meetings (1st Monday of July, September, November, January, March, and May)
- To handle correspondence as requested by County President and./or the County Executive Committee. Council minutes will be mailed to council members within a week of the meeting.
- To keep on file the names of all Committee members, the purpose of the Committee and the reports of the Committee.
- To promote a closer working relationship between Grayson County Homemaker's Association, Executive Council, and Grayson County Homemaker Association's Membership.

MENTOR/SUPERVISING PROFESSIONAL:

Your mentor will be your county Family and Consumer Sciences Extension Agent, UK Cooperative Extension Service.

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