

County President

Position Responsibilities

Refer to county bylaws to see if specific roles are outlined. The following are suggested duties for the office.

- Preside at County Council meetings and any other countywide function.
- Plan the agenda for each meeting with Extension agent and/or Executive Committee.
- Serve as liaison between the state, area, and county organization.
- Serve as member of the Area Community Educational Outreach Service (CEOS) Council.
- Unless otherwise stipulated in bylaws, appoint all committees.
- Keep an open and flowing line of communication between the County Council and the local clubs.
 - Share the officers' descriptions in the State Guideline book, *Openline*, State President's letters, Area Representative's letters, and information and registrations for state and national annual conferences.
- Visit county clubs at least once during tenure in office. Should go to meetings with a purpose. Write a yearly report, if requested, for distribution at the annual area meeting.
- Provide the Area Representatives a copy of your County Yearbook.
- Be on the lookout for potential leadership within the county and aid the agent/officers in development of this leadership.
- Serve as member of the Extension Service Committee and any other relevant committee, as requested.
- Prepare and send a list of all 50-year members.

Basic Skills or Education Needed

- Served as President of a local CEOS club.
- Interest in the organization.
- Basic leadership skills.
- Access to transportation, as needed.

Time Requirements

- Term of position is usually one or two years (see bylaws).

Benefits

- Depending on the county budgets, some counties provide expenses for County President to attend area, state, or national meetings.
- Expenses to Annual Conference are provided by WVCEOS.
- Opportunity to gain valuable leadership skills.

Supervision

- Elected by membership.
- Work under the County Council.
- Advised by Extension agent.

County Vice President

Position Responsibilities

Check for any responsibilities outlined in county bylaws. The following responsibilities may supplement other roles.

- Be responsible for working with county educational committees.
- Call county educational committees together to set goals and activities for each year.
- See that each county educational chairperson gets his or her yearly report to the state chairperson by the due date.
- Be responsible for contacts with the educational committee chairpersons.
- Substitute for the President when she or he is unable to attend, when asked, or as stipulated by the bylaws. (See Responsibilities outlined for President.)
- Attend Area Community Educational Outreach Service (CEOS) Council meetings.

Basic Skills or Education Needed

- Served as Vice President or other officer of local CEOS club.
- Interest in the organization.
- Basic leadership skills.
- Access to transportation, as needed.
- Familiarity with elementary parliamentary procedure.

Time Requirements

- Term of position is usually one or two years (see bylaws).
- Vice President may move into presidency.

Benefits

- Good steppingstone to organizational leadership position.
- Some county budgets may have monies set aside for this individual to attend meetings and conferences.

Supervision

- Elected by membership.
- Work with the County Council.
- Advised by Extension agent.

County Secretary

Position Responsibilities

Check county bylaws for role clarification. Use the following ideas to supplement those roles.

- Serve as member of Executive Committee and County Council.
- Record minutes for Executive Committee and County Council. Have minutes in proper form for next meeting.
- Read and answer correspondence.
- Report to the County President business items to be taken up at Executive Committee and County Council meetings to help set the agenda for meetings.
- Share with public relations representative ideas for news releases, etc.
- Record pertinent Treasurer's information to serve as a check and balance of treasurer's books.
- Record in the Secretary's minutes reports of educational and standing committee highlights.
- Have minutes in proper form to be placed in archives or given to successor at the end of term of office.

Basic Skills or Education Needed

- Served as Secretary of a local CEOS Club or another organization.
- Interest in the organization.
- Basic leadership skills.
- Ability to take notes and record information.
- Access to transportation, as needed.

Time Requirements

- Suggested term of position is one or two years. May be reelected for no more than three terms (see bylaws).

Benefits

- Good steppingstone to other organizational leadership positions.
- Some county budgets may have monies set aside for this individual to attend meetings, etc.

Supervision

- Elected by membership.
- Work under the County Council.
- Advised by Extension agent.

County Treasurer

Position Responsibilities

Refer to county bylaws for officer role descriptions. The following may supplement those roles.

- Chair a county budget committee.
- Keep a bank account.
- Serve on Executive Committee and County Council.
- Have up-to-date financial statement for each Executive Committee and County Council meeting.
- Collect and pay state dues and other special funds by due dates.
- Compile a list of dues-paying members and send to State Treasurer.
- Deposit money and pay bills promptly.
- Have financial statement audited annually by CEOS financial committee.
- Place annual report on file with Secretary.
- Work with and/or serve as a member of all county fund-raising committees.
- Help County Council spell out in policy sheet or handbook the handling of county funds.
- Work with Executive Committee and agent to secure tax exempt number, council incorporation, etc., if desired.

Basic Skills or Education Needed

- Served as Treasurer of a local CEOS Club or another organization.
- Interest in the organization.
- Basic accounting skills.
- Honest, trustworthy, and dedicated.
- Access to transportation, as needed.

Time Requirements

- Suggested term of position is two years. May be reelected for no more than three terms (see bylaws).

Benefits

- Good steppingstone to other organizational leadership positions.
- Some county budgets may have monies set aside for this individual to attend treasurer workshops and/or training.

Supervision

- Elected by membership.
- Work under the County Council.
- Advised by Extension agent.
- Use past treasurer(s) as resource.

Organizing a Community Educational Outreach Service Club

Who Should Organize a Group?

Persons organizing groups should be responsible for seeing that their group gets started properly. They should be willing to meet with their new group for at least the first three meetings and then periodically throughout the first two years. Organizers should be willing to commit time and expertise to the new group upon request for assistance.

The County Council and an Extension agent should work together to determine who should be involved in organizing groups. Along with the agent, one or more of the following persons may be involved:

- Current County Council officer(s).
- Past County Council officers (alumni).
- County marketing and membership committee chairperson or member.
- Other individuals or group knowledgeable about the organization.

Working with New Members

Organizers work with new members better if they have the following qualities:

- Knowledgeable about the organization and its relationship to state and international programs.
- Up-to-date on county events and happenings.
- Ability to explain the activities.
- Friendly and personable.
- Positive attitude regarding the organization.
- Willing to give time.

About Organizing a New Club

Some things you may consider include:

- *Timing:* You'll find there is no best time of year to organize a new group. Organize when people are ready.
- *Program topic (lesson) planning:* If a group is organized after the start of a new program year, it may be practical to choose program topics of most interest to the new group rather than county programs. The county programs should be an option, however.
- *Club structure:* You may not want to push too hard for complete compliance with the total structured club program too soon. For example, choosing one committee to work on the first year may be less threatening than having a club try to do something in all three educational committees.

- *Materials:* You may want to make a checklist, similar the one below, of organizational materials you feel the group will be interested in. Identify when in the organizational process you want to share this information. (Remember not to overwhelm the new group.)

<i>Have</i>	<i>Item</i>	<i>When to share with new group</i>
_____	County Yearbook	_____
_____	Background on organization	_____
_____	Outline for conducting meetings	_____
_____	Parliamentary procedure source	_____
_____	County newsletter	_____
_____	County calendar	_____
_____	Council officer list	_____
_____	Program topics	_____
_____	State Handbook	_____
_____	State or county brochure on CEOS	_____
_____	CVH brochure/book	_____
_____	Other	_____

What’s to Be Done Before the New Group Meets?

- A new club can be organized when there is a group of interested people. (Eight to ten people are ideal, but a group can be started with fewer who are willing to recruit members.)
- Determine first meeting date, time, and place.
- Encourage those interested to invite others to the meeting. Media releases (newspaper, radio, posters, etc.) about the group’s birth can help reach potential members. A small “announcement” could be made and provided to potential members.

What Do You Do at the First Meeting?

At the first meeting, keep the interest high by:

- Helping members get acquainted (use name tags, games, etc.).
- Talking about their interests and what they want to get from club membership. Relate their interests to other items being discussed. (You might want to do an interest survey of members if it is a large group.)
- Explaining the organization – its purpose, opportunities, and obligations. (You might want to use slides or pictures to tell members about the program.)
- Showing some organizational materials: program topic materials, newsletters, county program booklet, yearbooks, etc.
- Handing out and discussing the Community Educational Outreach Service (CEOS) brochure.
- Answering questions fully and honestly.

Talk about whether they are still interested in organizing. If so, discuss some of the following:

- Nondiscrimination policy regarding group's need to invite people to join without regard to race, color, sex, disability, religion, age, veteran status, sexual orientation, national origin, and marital or family status. (It is not recommended that clubs of one race be formed in interracial communities, without trying to recruit people of varying backgrounds.)
- Other people to invite, who will invite them, and other ideas
- A program to be presented at next meeting (this will introduce the educational program topic concept)
- Meeting time and place

The committee and the new club will need to establish who will perform the various tasks for the second meeting.

What Do You Do at the Second Meeting?

This is probably the time to fully organize the group. You may have to cover again – very briefly – the items covered during the first meeting. However, if recruitment was done by the interested members, time spent reviewing may be minimal.

New items to cover at the second meeting include:

- Club name
- Meeting time (Try to pick a time different from other county clubs yet one most accessible to majority of new members.)
- Meeting place (may be homes, community building, etc.)
- Dues (if organized late in program year, may decide not to collect county/state dues until new year)
- Election of officers
- Distribution of county yearbooks
- Establishing mailing list, list of hostesses, topic leaders, etc.

Present program topic chosen at first meeting. The leader or another qualified person should be the organizer. Program should represent a “model” leader presentation. The club should choose future programs and program leaders for at least the first two or three months.

Assist new officers to get started correctly. Charter members' names, first minutes, and treasurer's books are the beginning of the new club's history.

The group should discuss other items of concern to members such as child care, meeting length, etc.

What Do You Do at the Third Meeting?

Organizer should sincerely acknowledge work of officers, program topic leader, and others assuming leadership roles. Encourage them positively for future.

If possible, group should be on its own at this meeting. The president should preside at the business meeting, the topic leaders should present the program, etc. The organizer should assume the role of helper. Some items that may need to be discussed are:

- Upcoming county activities. (Explain new club's role, who may attend, cost, etc.) Organizer could offer to take them to event.
- Committee structure. The club may choose one or more committees to work on during the year. They should set realistic goals.
- Constitution and bylaws. Suggest that the president appoint a committee to draw up club constitution and bylaws. Until club bylaws are developed, use county bylaws.
- Potential club activities including community and/or county projects.

And What About Succeeding Meetings?

Organizer should follow up with the new group. Be available to help, answer questions, etc., as needed. The organizer can be a liaison between new group and sister clubs, if established. Offer to take and/or introduce club's officers and members at special county, area, and state events.

Expand club members' knowledge about local, county, state, and international programs. Attend club meetings periodically. Report on group's progress to agent, county council, marketing and membership chairperson, others.

What Makes a Successful Club?

- No one plans to fail, but sometimes we fail to plan. Clubs do need to plan.
- A club meeting should have three parts: business, program, and fun. An equal amount of time should be devoted to each section. Keep meeting length manageable.
- A club should meet monthly (if weather permits).
- Present eight to ten program topics during the year.
- Educational programs should provide a balance between state and county programs and members' needs.
- Involve all members – in planning, carrying out activities, etc.
- Each club should carry out a community project annually.
- Review club bylaws annually.
- Welcome and assist new members.
- Attend and support county programs and activities.
- Maintain order by following parliamentary procedure in business meetings.
- Share and rotate responsibilities among members.
- Recognize and celebrate individual and club achievements.

County Educational Committee Chairperson

Position Responsibilities

- Meet with members of the committee, in cooperation with the County Vice President, to set goals and activities for each year's work.
- Coordinate county activities with club educational committees.
- Compile the county committee report using data from club reports. Send completed report to State Chairperson before assigned deadline.
- Use information sent in newsletter from State Committees.
- Serve as requested by the County President on County Council, special committees, etc.

Basic Skills or Education Needed

- Interest in committee and organization.
- Prior experience as committee member helpful.

Time Requirements

- Most chairpersons serve a one-year term. (Term may vary by county.)
- Time for meetings, attendance at council, etc.

Benefits

- Actual experience in leadership.
- Some county budgets may have funds to allow chairperson to attend special meetings and trainings.

Supervision

- Appointed by County President or selected by committee.
- Report to Vice President and/or County Council.
- Agent serves as adviser.

Other Information

- Good work may warrant appointment to State Committee.

County Educational Committees

Recommendations to County Educational Committees

- Counties and clubs may choose not to have all committees or to combine certain committees for efficiency.
- County committees should have more than one member. In this way, a team of members can work together to carry out county activities with assistance from the Executive Committee unless otherwise specified in the County Bylaws.
- County Vice President serves as the coordinator for the committees – training, planning, implementing, and reporting. She or he should be responsible for completing a report for any educational committee not carried by the county.
- Training and planning for county committees can be done in conjunction with officer training, County Council meetings, etc.

Suggestions

- All club and county committees (or chairpersons only) might find it useful to meet as a group to complete county and club reports. This will ensure that all activities are recorded in some committee report.
- Clubs and counties may want to design a system of gathering information for reports throughout the year, rather than just at report time.
 - include breakdown of monthly activities on club level
 - write reports to fit goals
- Counties might wish to have some way of rewarding committee efforts. (See section on recognition.)
- Counties design ways that committee goals may be emphasized at the county level:
 - countywide projects
 - county workshops
 - programs relating to particular goals
 - exhibits for Community Educational Outreach Service Week
 - a calendar emphasizing national “special weeks” that relate to programs
 - options to work on more than one issue at a time statewide
 - refer to CEOS State Handbook for guidelines and criteria for judging reports

Guidelines for a Uniform County Committee Report

In compiling your report, place all committee materials in an 8½ × 11-inch folder or binder. Use highlighting.

Please Note

- No report will be judged that is postmarked after **Jan. 31**. Please allow sufficient time for mail to arrive. Your report may be picked up at the following Annual Conference.
- First-, second-, and third-place awards will be given in each committee. (No ties will be awarded.) Judges for each committee will be persons interested in the field represented by the committee and/or Extension agent whose county report is not submitted.
- First-, second-, and third-place winners will be displayed in the Dorsey Resource Center at Annual Conference.
- West Virginia Community Educational Outreach Service (WVCEOS) Educational Committee Chairpersons should not serve as a counterpart committee chairperson in their county in the year they are WVCEOS chairpersons. If they do, their county report will not be eligible for competition for that year.

WVCEOS Committee Chairperson

The WVCEOS Committee Chairperson needs to send a summary of all county reports to the WVCEOS Vice President with first-, second-, and third-place winners and the name of the county chairperson preparing the report by April 1. The State Committee Chairperson is responsible for notifying the top three winners by April 1.

WVCEOS Vice President

The WVCEOS Vice President should send State Committee Chairpersons copies of “Guidelines for a Uniform County Report” and “Criteria and Score Sheet for Judging” in January.

WVCEOS Vice President

The WVCEOS Vice President shall compile a summary of all committees for the State Extension Adviser and the State Board. Submit to *Openline* by April 15, a list of first-, second-, and third-place winners and names of county chairpersons preparing winning reports.



Criteria and Score Sheet for Judging CEOS County Educational Reports

County Committee reports postmarked by January 31 and received by Educational Committee Chairpersons will be judged by the following criteria.

POINTS:

- _____ (10) Neat and well-organized
- _____ (5) Cover–County Name, Committee, and Year
- _____ (5) Chairperson’s name, address, phone number (1 page)
- _____ (5) Table of Contents (1 page)
- _____ (10) County Committee Report Form completed (1 page, front and back)
- _____ (20) Story of county programs (up to 5 pages, one side only) – goals, activities, purposes, objectives, members and nonmembers reached, and future plans. **(Tell what you planned, how you planned it, what you did, the results, and what you want to do in the future).**
- _____ (15) Pictures to back up your story (up to 3 pages, front and back; no layering).
- _____ (15) News clippings with datelines and names of newspaper to back up your story (up to 5 pages, front and back; no layering).
- _____ (15) Correspondence (up to 3 pages, front and back). Include most important letters, certificates, programs, proclamations, etc.
- _____
- (100) TOTAL**

Twenty (20) pages or less make a UNIFORM COUNTY COMMITTEE REPORT.

The County Council

Most counties that have several clubs have organized a County Council to coordinate the work of the local program. Duties of the County Council may be spelled out specifically in county bylaws or procedures.

Suggestions for County Council

- Advise each club to designate a “Representative(s) to the County Council,” to be present, with the club president, at County Council meetings. The representative(s) shall be responsible for reporting to the local club the transactions, dates, plans, etc., which occur during the County Council meeting. This procedure further assures representation from each club as two may be more apt to attend than one. It also provides an opportunity to identify potential leaders. If space permits, invite all interested CEOS members or potential members to attend County Council meetings.
- Set specific dates for council meetings during the year (e.g., first Wednesday of each month, etc.).
- The Marketing and Membership chairperson appoints someone to be a public relations contact. She or he should attend all Council meetings so that news articles regarding Council activities can be developed.
- Appoint a Parliamentarian at all meetings. This provides training for those present as well as helps the meeting to run more smoothly and effectively. May want to consider use of a motion card to facilitate the making of motions and assist the secretary in reporting motions.
- Consider rotating (between daytime and evening) County Council meetings and county events to accommodate employed persons, aging members, etc.
- Work with agent so the County Council will know what they may expect from Extension office. (e.g., copying, postage, toll calls, secretarial time, meeting space, use of files, etc.).
- Cosponsor, with Extension Service, leadership training programs for Community Educational Outreach Service, other agencies, organizations, etc.
- If you have members who are members of the State Board, invite them to your meetings as non-voting members. They have experiences that might assist the Council.
- Explore avenues of assistance to the organization such as mailing permits, tax exempt status, etc.
- Invite Area Representative to participate in a county activity. (They are usually willing to provide a program, speak briefly, etc., if asked.)

County Executive Committee

The County Executive Committee should be composed of the County President, Vice President, Secretary, Treasurer, immediate Past President, and any state board members residing in said county. Other persons such as elected board members and educational committee chairpersons can also serve. (Check county bylaws for specifics.)

About the County Executive Committee

- Is a part of the County Council.
- Meets between Council meetings in the event that decisions need to be acted upon promptly.
- Assists the president in selecting people to serve on committees.
- Assists the president in role as county liaison in visiting each club and searching out potential leaders.
- Meets prior to the Council meetings to take care of routine business, draw up agenda, etc., so that meetings will not last too long.

Suggestions for the County Executive Committee

- The Executive Board may choose to meet the month or week preceding Council meetings.
- Consider increasing the number of people serving on county educational committees so that more people will attend planning meetings.
- The chairperson of each educational committee may be (a) decided by the educational committee members, or (b) appointed by the Executive Committee.
- Term for educational committees is for two years, with half of the members being appointed each year. This ensures that experienced people will be on the committees.
- A meeting is held each year for planning county programs. In the morning, an officer training session could be held for all county and club executive officers. In the afternoon, the educational committees could meet, with the agent, President and Vice President rotating among them. The committees using the state committee recommendations could determine one or two projects they wish to work on at the county level for the year. They may begin their preliminary plans so that dates may be coordinated with the other committees without delay.
- Seek approval from West Virginia Community Educational Outreach Service Board for use of graphic identifier, especially for sale items.
- Appoint a County Historian.