

Elkhart County Extension Homemakers
General Information for County Chairperson

Over the Coffee Cup Newsletter

The *Over the Coffee Cup* Newsletter is your organization's newsletter. Please use it to get important information out to your members. Ideally, the newsletter is mailed bi-monthly at the end of the month. The newsletter issues will be Jan/Feb, March/April, May/June, July/Aug, Sept/Oct, and Nov/Dec. Please plan to submit information accordingly. If you have questions and/or concerns, please talk to the Extension Educator about them.

Meeting Notices & Social Media

The Extension Office will send out meeting notices with the educator's approval. The notice should go out about two weeks prior to the meeting, so contact the educator in plenty of time concerning this.

County Reporting System

The reporting system consists of three sheets: chairman's committee plan, meeting report sheet, and committee end-of-year-sheet. Prior to the first committee meeting, the chairperson should work on her plan. The committee report sheet is so the Committee Chairperson, County President, and Extension Educator have information about what has happened. The end-of-the-year report is to assist the new Chairperson, Educator and County President.

Council Meetings

There are four Council Meetings per year. This is a good place for you to ask the presidents to take information back to their members. The county president may ask you to give a report. If so, please also give a written one to the County Secretary.

- **Council Meetings** are held at 7 p.m. in the Extension Office Conference Room (unless otherwise stated). Refer to your club yearbook for meeting dates.
- **County Officers Board Meetings** are held in the evening at the Extension Office back table (unless otherwise noted). Refer to your club yearbook for meeting dates/time.

District Meetings

- The meetings are a place for the county organization to learn what is going on at the District and State level. The Cultural Arts/Heritage Skills, Educational Lessons, Membership, and Volunteer Community Support Committee chairpersons are asked to attend the fall and spring meetings, along with the County Officers. The expense for your meals is a part of the county budget.
- These meetings are important, as this is where you receive your information about committees. I realize many of you may work away from home during the day. If you cannot attend, please try to find someone else on your committee or a fellow club member. If this will not work out, the county officers will get the information for you and YOU should plan to obtain the information from them.