

Elkhart County Extension Homemakers

## General Information for County Chairperson

### **Coffee Cup Newsletter**

This 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.

### **Meeting Reminders**

Committees are responsible for reminding committee members of upcoming meetings. This could be via text, email, phone, etc. based on the committee's preference.

### **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 in the evening 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. 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, Membership, and Volunteer Community Support Committee chairpersons are asked to attend the fall and spring meetings, along with the County Officers.
- These meetings are important, as this is where you receive your information about committees. 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.