



Wisconsin Association for Home and Community Education

What is HCE? Home and Community Education

HCE is a non-profit organization that partners with UW-Extension Family Living Programs, at both the state and county level, to bring quality educational programming to our members and our communities.

WAHCE is a statewide organization with a written agreement with UW-Extension Family Living Programs to provide quality programming to our members and communities. In our county organizations we work with our Family Living Agent, and look to that person for educational program and leadership development advice.

One of the past deans of UW-Extension, Carl O'Connor, called HCE and UW-Extension "a long and successful partnership." He said. "This organization represents the spirit of sharing and community involvement that makes Wisconsin a better place to live for all of us." We work with the Family Living Agents who guide us in that service to our communities. January 2009

Memorandum of Agreement Between WI Association for Home & Community Education (HCE) and UW- Extension, Cooperative Extension Family Living Programs

Mission Statements

The **Wisconsin Association for Home and Community Education (WAHCE)** is a non-profit, educational and charitable organization which offers opportunities for: learning in a social setting, sharing what is learned and caring to make a difference in homes, communities and the world. WAHCE is a statewide organization with leadership and educational opportunities offered at the state, district, county and community club levels. As an educational organization, WAHCE extends the information received from UWEX faculty and staff and other reliable resources to their members and their committees. Its members work in partnership with a variety of organizations and individuals. Its members are volunteers who contribute their time, energy, and financial resources in support of WAHCE.

The purpose of the **University of Wisconsin-Extension, Cooperative Extension (UWEX-CE)** is to extend the research of the land grant university system to families and communities. Its employees are professionals who serve as educators, agents, specialists, and administrators who work with a variety of organizations and individuals at the national, state, county and local levels. **UW-Extension Family Living Programs** provide education promoting family strengths and help communities become positive environments for family life. Programs respond to community needs with research-based education and partnerships that support Wisconsin families and communities.

GENERAL ORGANIZATIONAL MAINTENANCE

Oconto County Executive Board

Carries out the functions of the organization and will:

- a. Be knowledgeable of current county and state goals, purposes and organizational policies.

Cooperative Extension Family Living Agent

Serves as advisor and consultant to the county executive board and will:

- a. Be knowledgeable of current county and state goals, purposes, and organizational policies.

- b. Carry out the business of the county organization:
- Call organizational meetings
 - Handle facility arrangements
 - Prepare agenda
 - Conduct meetings according to parliamentary procedure
 - Record meeting minutes
 - Appoint committees
 - Collect dues
 - Manage organizational finances
 - Identify candidates and conduct nominations/elections
 - Arrange sponsored activities
 - Publish newsletters
 - Refer questions to District and State WAHCE officers
- c. Fulfill Internal Revenue Service (IRS) and other state or federal government requirements/ inquiries as needed.
- financial statement
 - IRS records
 - insurance records
 - program books
 - historical material
- e. Consider financial support as appropriate for persons in leadership roles to participate in district and state meetings.
- b. Advise the Executive Board in carrying out its function and support officers in fulfilling their responsibilities.
- Advise/counsel committee chairs as appropriate.
 - Assist in identification of qualified nominees for leadership positions
 - Annually review with the organization resources and services available from the county Extension office
 - Encourage members to work with HCE leaders
- e. Participate in WAHCE county, district, and state meetings as appropriate to learn about the organization, to advise leaders, to teach, to be a resource person, or to keep current concerning the organization.

Additional Sections Include:
 Leadership Development
 Program Development
 Membership Marketing

To review the Memorandum of Agreement visit: <http://www.wahceinc.org/>