

Your Role as Vice-President

June Cline*

As vice-president of an Extension Homemakers Club, you are a program builder. If you do a good job building programs, you will also help the club. Your influence on the program can mean the difference between a dull club and an active club.

This sounds like a big responsibility. It is! This leaflet will explain your basic responsibilities and give you specific tips for handling your job.

Your Responsibilities

As vice-president, you have many responsibilities and roles to fulfill. You are the president's right-hand person, the one she can always turn to for help. This means you need to keep in touch with the president. A good vice-president is informed about club activities.

You also need to know the president's responsibilities because you may be called on to fill in for the president from time to time. Extension publication, L-1558 *Your Role as President* can give you tips for presiding at meetings when the president is absent and point out other aspects of the president's job. The president will ask you to preside at least once a year and assume other presidential duties occasionally. If the president should resign, you will succeed her in office.

In addition to learning the president's tasks, think about building programs for your club. The vice-president acts as program planning chairman.

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Tips for Program Planning

Program planning is too important to your club to be left to a one-person committee. Every member of the club should be involved in planning. Since the programs are for the club, members should decide which programs they would like to have.

Programs are planned to answer questions and concerns about home economics and family living. A good program planner will ask members what their questions and concerns are — and plan accordingly.

A good way to get ideas from the members is to have one club meeting to plan programs. As members express their thoughts about programs, jot their ideas in a notebook. The notebook will be a handy reference as you attend county planning meetings. When your term of office is over, your successor may find your notebook helpful in planning programs for another year.

Your county has established a procedure for planning programs. As vice-president, become familiar with and follow this procedure. You will need to know about the family living committee in your county.

You will want to attend all of the Extension Homemaker program planning sessions in your county. Vice-presidents from all the clubs in the county find these meetings helpful to learn about program planning. By sharing ideas with other vice-presidents, you can plan exciting programs.

Summarize and report the results of the county program planning meeting to your club. Explain what ideas were discussed and why certain topics were chosen for programs. Your club members will be interested in knowing about the county program too.

You may get other program-planning ideas for interesting programs from people in your county who have special knowledge or skills, Texas Extension Homemakers Association program packets and current home economics and family living information from the county Extension agent.

Pointers for a Program-Planning Program

Many club vice-presidents conduct a program on program planning for their clubs. A carefully planned program can help members express their needs. During a program-planning meeting, you might:

- Explain that you need ideas from each member because the programs are for the members, and they share the responsibility of planning meaningful programs.
- Review county and club objectives. Members should understand that programs are designed to help them answer questions and concerns about home economics and family living.

- Ask what information would help each member. Keep in mind that members' needs will be influenced by age, education, economic status and family situations.
- Discuss trends that affect families. What new ideas, products and information are important to your members?
- Explore possible resources for programs and information.

This planning program will be successful only if you can get members to participate. To encourage members to talk and share ideas:

- Ask a member to tell what program in the past year was most meaningful to her and why.
 - Did it solve a problem or help her as an individual?
 - Did it answer family needs?
 - Did it provide new information, stimulate new interests or broaden her view?
- Ask each member to write on a slip of paper the homemaking task she enjoys most and the one she enjoys least. Discuss what makes these tasks pleasant or burdensome. Several program ideas may be suggested during this discussion.
- Cut out magazine pictures of various tasks — housekeeping, nursing, chauffeuring, cooking, purchasing, bookkeeping and gardening. Use these illustrations as a springboard to discuss which tasks might make a good program topic.
- Discuss how an individual or family can adjust to changes in our society. Today's family must cope with increased mobility, changing sex roles, more education and changing uses of time and money.

Your Club Program

During the first club meeting after the yearbooks are printed, get volunteers to be responsible for the program each month. Volunteers who have a special interest in the topic will usually present a better program. All club members record this information in their yearbooks and send a copy to the county Extension agent.

If there is to be a leader training program, the volunteer will need to attend the training and present the program at the club meeting. Leaders who attend a leader training meeting receive more knowledge than they can present to the club in a shorter time.

If a resource person is to present the program, the volunteer will make the necessary arrangements with the resource person.

Before each meeting check that the program is ready. To keep the members looking forward to another interesting program next time, announce at each meeting what the club program will be the following month and who has the responsibility for the program.

A Well-Rounded Annual Program

One way to have a well-rounded program is to use this guide as a way to mix agent, leader, TEHA and resource person programs.

- Two agent programs in the in-depth study area selected by the family living committee.
- Four leader programs in home economics areas.
- Two Texas Extension Homemakers Association leader training programs by delegates who attended the annual meeting.
- Two leader training programs by resource people.

The topics are selected by a club member survey from a long list of program idea possibilities.

An Overview

Remember these essentials of program planning:

- Supply information to your club.
- Challenge the group's thinking.
- Do not be afraid of new ideas.
- Encourage members to talk.
- Listen to what members say.

The information in this publication is adapted from HE-379, *Your Job as Vice-President of an Extension Homemaker's Club*, Agricultural Information Department, Purdue University, West Lafayette, Indiana.

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