

# *Your Role As Delegate To The County Extension Homemaker Council And County Texas Extension Homemakers Association*

June Cline\*

Representing your club at county council and county Texas Extension Homemakers Association (TEHA) is a big responsibility! The club members selected you to represent them and vote in their best interest on matters that involve or concern them. Another important part of your job is keeping club members informed of all decisions, activities or new ideas presented during council meetings.

## *Number of Meetings Each Year*

Each county council and Texas Extension Homemakers Association will decide how often it needs to meet. The purpose of council is to share new ideas and to conduct business that will concern all clubs in the county.

Some councils meet quarterly; some meet every other month; and some meet monthly. The council chairman has the authority to cancel a scheduled meeting if there is no urgent business, or to call an extra meeting.

It is your responsibility to attend all council meetings. You also represent your club at the county Texas Extension Homemakers Association meetings.

The county Texas Extension Homemakers Association usually meets before or after the county council, but any organization should meet only if there is a need. County Texas Extension Homemakers Association business includes election of delegates to district and state meetings, reports from these meetings, election of a chairman and perhaps to make plans for a TEHA county wide project.

---

\*Extension organization specialist, The Texas A&M University System.

## ***Representing Your Club***

Although the club president reports from your club to council, take notes concerning special club projects and programs of other clubs in the county.

Your members expect you to represent their best interests when you cast your vote pledging their cooperation and assistance in a county program or project. You have the authority and the responsibility to vote for them. A good representative must place the desires and interests of club members above her own interests.

## ***Taking Notes***

You don't need to take the same type of notes your club secretary does. Your club members will not be concerned with who makes motions, or reads minutes during the council meeting.

They are concerned about new and usable ideas that other clubs in the county have found successful. They are concerned about any project that will involve them. They may be concerned about a discussion of projects even though it did not come up for a vote. They are concerned with new policies, announcements or training given by the county Extension agent.

Organize notes made during council into an interesting report for your club.

## ***How to Make Your Report***

Your report to the club will vary in length. It should be as brief as possible, but complete and interesting. You will want to include:

- finances — total resources and any large expenditures.
- examples of successful programs from other clubs that might be new ideas to your members.
- any project or activity that will involve your club members.
- announcements or training given by the county Extension agent.
- any action that requires a list of volunteers from your membership.
- any council policy change that will affect the club members.
- any Texas Extension Homemakers Association activity or action sponsored by the council.

If you represent your club well in council and keep club members informed with good reports, you will help to keep your club enthusiastic about, and interested in, community activities.

*Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socioeconomic level, race, color, sex, religion, handicap or national origin.*

---

Cooperative Extension Work in Agriculture and Home Economics, The Texas A&M University System and the United States Department of Agriculture cooperating. Distributed in furtherance of the Acts of Congress of May 8, 1914, as amended, and June 30, 1914.