

DETAILED GUIDELINES FOR EHE JOB HOLDERS

In order that members are aware of the specific responsibilities of each major position within the group, the Guidelines for each position are provided below.

Business Meeting Coordinator

- Makes sure that each Business Meeting has a facilitator and note taker, preferably on a rotating schedule. Announces the proposals at each meeting and calls for new proposals.
- Creates the agenda for each Business Meeting.
- Must be familiar with EHE's usage of the consensus guidelines as set out in Butler & Rothstein and should ensure that other facilitators also are familiar with Butler & Rothstein.
- Maintains the Business Meeting Notes in Yahoo files section and meeting note binder.
- Might make themselves available to train EHE members in the consensus process.

Church Contact

- The Church Contact is the official key holder. They are to open the space half an hour before the monthly meetings and set up the space with assistance from the monthly meeting facilitator.
- They are to oversee the clean-up and resetting of the room to the original condition after the meeting.
- They should turn off the lights and secure the space.
- They are to check the calendar for any schedule conflicts and arrange any necessary changes to the calendar and should inform the EHE membership and Website Coordinator of any changes.
- Signature is required on the Facility Use Agreement from the church. See notes regarding this responsibility at end of descriptions.

Home Education Conference Fund (HECF) Representative (See below for more specifics)

- Members represent their HOUSE chapter as owners of the Home Educators Conference Fund (HECF), a not-for-profit corporation. They meet at least once a year, usually at HOUSE's fall council meeting. Their main responsibility is to choose a Board of Directors, by consensus. Usually the sitting Board comes to the Fund Members with an annual report, any constitutional business of the corporation and with a slate of candidates for the next year's board.

H.O.U.S.E Contact (See below for more specifics)

- The primary responsibility is to be available by phone and/or email to give information about EHE to members of the public. You should have access to the HOUSE information packet and most recent state-wide HOUSE contact sheet (either hard copy or via HOUSE website).

- Contact is almost always from parents seeking information about homeschooling, but can include reporters, persons wishing to sell goods and services to homeschoolers, and others. At minimum, tell people the time, date, and location of EHE meetings.

H.O.U.S.E. Council Representative (See below for more specifics)

- Maintains contact with Illinois H.O.U.S.E. via Yahoo list
- Represents EHE to H.O.U.S.E. by attending meetings in spring and fall
- Receives and responds to incoming email from H.O.U.S.E., posting to EHE listserv any information asked to be relayed, distributes H.O.U.S.E. newsletter to EHE

Jobs Coordinator

- Jobs Coordinator maintains the list of job holders and descriptions. They oversee job turnover at the June meeting.
- Sends job descriptions to job holders.
- In May, they are to track turnover and notify membership of job openings. After jobs have been filled, they are to submit a list of the current job holders to the membership coordinator for the EHE directory by September 16 and to the Newcomers Coordinator for submission to the Newcomer package and the website coordinator. They should insure that the new job holder has the current contact information of the previous job holder.

Listserv Coordinator

- Operates and administers EHE's listserv. Duties include: adding members and deleting non-members, sending a welcome message to new members, troubleshooting problems, and distributing the list-serve guidelines to all members in October as well as monitoring the list for adherence to guidelines.
- Listserv Coordinator should contact the Membership Coordinator to update the list by September 16.

Meeting Notes Coordinator

- Meeting Notes coordinator is responsible for taking notes at every monthly meeting. If they can't make it to the meeting, they should find a replacement to take notes.
- Meeting notes should be posted to EHE email list within a week of meeting.
- Meeting notes include 2 parts: Activity Notes (announcement part of meeting) and Topic of discussion. Topic of discussion notes need not be very detailed. Note: Business meeting notes handled by Business Meeting coordinator.
- Meeting notes are put in EHE list, in Yahoo files. Activity notes are sent to website coordinator for adding to website.

Meeting Snacks Coordinator

- Meeting snacks coordinator is responsible for circulating a volunteer list of people willing to supply snacks for the monthly meetings. The sign up sheet should be

circulated at the August meeting for 2 people to bring snacks and beverages for each monthly meeting.

- Reminder emails are sent before a few days prior to each meeting to the volunteers.

Membership Coordinator

- The Membership Coordinator is responsible for copying and distributing the membership forms. These forms should always be available in the facilitator's box. The Coordinator also collects forms and dues from all members making sure payment method is recorded on form and if any waiver is granted.
- The dues are then given to the Treasurer as well as email addresses to the Listserv Coordinator.
- The Membership Coordinator compiles the membership list, and then distributes the directory at the October meeting. The directory will also include a list of current job holders to be generated by the Jobs Coordinator. The Membership Coordinator assists new members with making their membership cards with forms available on the website. A laminator is available for membership cards at monthly meeting.
- All membership forms and dues are to be collected by September 16. Anything collected after this date will be added to the February update list. Membership coordinator should update and maintain membership form, ID card form and database. Updated database should be forwarded to treasurer and listserv coordinator. The Membership Coordinator will submit periodic updates of membership growth to the group via the monthly business meetings.

Newcomers Coordinator

- The Newcomers Coordinator is responsible for overseeing all business related to newcomers. The Newcomers Coordinator ensures that there will be at least one, but preferably two, experienced homeschoolers ready to lead the monthly newcomer discussion. If, for some reason, there is no newcomer group scheduled for a meeting, the Coordinator will make herself available to answer questions and provide resources during the meeting break.
- The coordinator will oversee creation and maintenance of the Newcomer information package annually.
- The Newcomers Coordinator is responsible for ensuring that the leaders of the newcomers group give a balanced view of homeschooling which reflects the diverse homeschooling approaches of the group.
- This position will also entail collaboration with the Outreach Coordinator in planning several yearly Newcomers meetings outside the monthly parents meetings, which are usually hosted in an EHE member's home or at a local café.

Outreach Coordinator

- The Public Relations/Outreach Coordinator will oversee any formal contact between EHE and the media or the community at large. This includes: planning and moderating public information nights, responding to emails sent to EHE, passing on information

about interview requests by the press or students doing research on homeschooling, etc.

Social Events Coordinator

- Plans and coordinates EHE summer picnic and any other desired social events.

Supplies Coordinator

- Arranges for all necessary supplies to come to monthly meeting and makes sure supplies are replenished. Refer to list on box.
- Update the supplies list as needed.

Topics Coordinator

- The topics coordinator is responsible for planning topics and getting facilitators for the monthly meetings. They are to survey members and collect ideas for new topics.
- Send a list of the year's topics to the Website coordinator and post in Yahoo files.
- Create a sign up sheet to circulate for volunteers to facilitate this portion of the meeting.
- Maintain an updated list of the monthly meeting facilitators. Facilitator list is made and put onto the facilitator box.
- Send a reminder notice to members a few days before each monthly meeting. This reminder notice will include the date, facilitator, Meeting Facilitator information and topic of the upcoming meeting, as well as any other pertinent information.

Treasurer

- The treasurer is responsible for keeping EHE's account balanced and up to date, and for paying bills the group may incur.
- Facilitates the collection and disbursement of funds for any pertinent activities and classes. Provide a financial report to the group during the business meetings and place a copy of the report in the Blue Book as well as make 10 paper copies to be brought to the meeting for members not part of the e-list.
- The treasurer's report will also be a part of the business meeting notes. They should facilitate any discussion of financial matters for the group. The regular financial report should include the current balance of the bank account, expenditures and any announcements regarding the use of funds.
- The Treasurer shall bring to the spring business meeting the issue of finances for the upcoming year such as:

Church donation
Supplies
House dues
Phone Bills
Photocopying

Mailings
Potential Speakers
Library Donations
Membership Dues
Purchase of Books and Videos

Website Coordinator

- Oversees creation and maintenance of the EHE website. The most frequently performed duties include maintaining an up-to-date list of topics for the monthly meetings, posting course/activity announcements from meetings, and posting special announcements (e.g., Homeschool Information Night). Other duties include maintaining special features (e.g., Website of the Month) and adding/revising informational documents about EHE (e.g., job holders, "How EHE Works"). With the planned incorporation of EHE list-serve features (message and file posting, polls, databases, etc.) into the website, future duties may include researching and loading software to implement these features and maintaining a member password database.

Meeting Facilitator (volunteers are recruited by Topics Coordinator and rotate monthly)

The following are some basic general principles for chairing a meeting and are intended to assist EHE members in understanding the various responsibilities involved in chairing a meeting.

The Facilitator of the announcement portion of the meeting has the following responsibilities:

- should arrive 15 minutes before the meeting,
- collect announcement sheets
- begin the meeting on time, give the welcome and mission statement of EHE and explain the structure of the meeting for newcomers
- call on members to make their announcements
- move the meeting along in a timely manner
- adjourn the meeting for coffee break, announce the topic for the second part of the meeting, state the time for restarting and remind members to reset room at the end of the meeting.
- if the Facilitator is unable to attend the meeting they are responsible for finding a replacement

GROUP LIASON JOBS:

Contact Person: The primary responsibility is to be available by phone and/or email to give information about your group to members of the public. You should have ready access to the HOUSE information packet (either a hard copy or the website). You should also have a copy of the most recent state-wide HOUSE contact sheet. This is almost always parents seeking information about homeschooling, but occasionally includes reporters, persons wishing to sell goods and services to homeschoolers, and others. At minimum, tell people the time, date, and location of your group meetings. Help parents find the information they need. In the case of parents seeking information about homeschooling, you can decide how much time to spend answering questions and talking about homeschooling. Many parents want help with sending a withdrawal letter to their children's schools. It is helpful to refer them to the HOUSE Website and online resource packet. For parents who are less comfortable using the Internet, you may choose to read the sample withdrawal letter from the resource packet over the phone. In the case of callers other than parents trying to find

homeschooling information, you may wish to seek guidance from your group as to how to respond. If you do not wish to talk to reporters, you may refer the caller to the HOUSE media contact person. You may refer callers to one of our specialized resource persons for single parents or special needs. Sometimes you will get calls from someone not in your geographic area - you may refer them to another HOUSE contact person. There is a yahoo group for people in leadership roles in local groups. Ideally, at least one person from each HOUSE group should participate in the yahoo group. If it is not you, be sure your group's yahoo person keeps you informed of any important announcements or information that is circulated on the yahoo group list.

HOUSE Council Representative:

Attend State-wide HOUSE Council meetings as the representative of your group. The meetings are held twice a year, in March and September, and require travel. The meetings last several hours and, including travel time, will take up most of a day. Be aware of State-wide HOUSE issues and projects so that you can communicate them to your group. Be aware of your group's opinions on State-wide HOUSE issues and projects so that you can represent their point of view at the meetings. Meeting facilitation is rotated among the group representatives; be prepared to take your turn leading a meeting. There is a statewide newsletter. You are the default person from your group to receive it. If you wish the newsletter to be sent to someone else (such as the group newsletter editor), please so inform the statewide newsletter editor. Keep your local group treasurer aware of the need to send dues to the statewide treasurer every January. There are numerous State-wide HOUSE positions (librarian, treasurer, newsletter editor, and more). There is no requirement for representatives to hold one of these positions, but, when an opening occurs, do consider volunteering for one. Make your group aware of vacant positions - HOUSE members other than council representatives are welcome to hold statewide positions. There is a yahoo group for people in leadership roles in local groups. Ideally, at least one person from each HOUSE group should participate in the yahoo group. If it is not you, be sure your group's yahoo person keeps you informed of any important announcements or information that is circulated on the yahoo group list.

Conference Fund Member:

Members represent their HOUSE chapter as owners of Home Educators Conference Fund (HECF), a not-for-profit corporation. They meet at least once a year, usually at HOUSE's fall council meeting. Their main responsibility is to choose a Board of Directors, by consensus. Usually the sitting Board comes to the Fund Members with an annual report, with any constitutional business of the corporation, and with a slate of candidates for the next year's board.

PERSONAL LIABILITY WHEN SIGNING CONTRACTS FOR EHE

As was decided at the business meeting, on March 7, 2011:

EHE members are personally liable when entering into legal agreements necessary for the coordination of EHE activities. In an effort to support the work of these members, EHE pledges to assist with reasonable compensation for financial liability incurred from coordinating previously approved EHE activities in the amount not to exceed \$500. This good faith pledge is not legally binding and would be paid at the discretion of consensus of EHE membership.