

The IFHE Nominating Committee invites members to submit nominations for the upcoming election. We need your help in identifying strong candidates for the ballot to fill the following leadership positions: (please keep in mind that responsibilities may change as needed)

**President-Elect (2-year commitment)**

- a. Serves as a voting member of the Board of Directors.
- b. Notifies IFHE and AAFCS of the name and addresses of any changes in the elected officers of IFHE-US.
- c. Becomes familiar with the role and responsibilities of each member of the Board.
- d. Serves as a member of the IFHE-US Executive Committee.
- e. Takes the lead in promoting, reviewing and presenting the IFHE Development Grants which are announced at each IFHE World Congress.
- f. Other duties as assigned.
- g. The term of office for the President-Elect is from the end of an IFHE Council meeting held in between a Congress until the end of a Congress when the person assumes the position of IFHE-US President.

**Director of Finance (4-year commitment)**

- a. In consultation with the President, appoints a Finance Committee to assist in carrying out financial responsibilities. Director, Finance chairs the Finance Committee.
- b. Director, Finance and the IFHE-US President shall be listed on all banking accounts (checking, savings, CDs, etc.) Only one signature shall be required on financial transactions unless the financial institution requires both based on amount of transaction or other factors.
- c. Director, Finance shall:
  - i. Maintains financial records.
  - ii. Prepares Financial Reports for each Board Meeting.
  - iii. Prepares the Annual Financial Report for Annual Business meeting.
  - iv. Prepares and presents an annual Proposed Budget for consideration by the Board of Directors and IFHE-US members.
- d. Confers with other officers concerning financial aspects of any special projects and keeps financial records of such programs or projects. Provides a timely response to other officers on inquiries concerning reimbursement or financial status.
- e. Coordinates with the Director, Communication for a Membership Brochure to be posted on IFHE-US website and available on technology-assisted communication platforms.

- f. Implements a process for the collection of IFHE-US dues, in compliance with IFHE policies including notification of all members for dues renewal. Responds to inquiries from members concerning dues.
- g. Communicates with IFHE headquarters concerning questions regarding dues. Transfers dues quarterly to IFHE headquarters for those paying directly to IFHE-US.
- h. Maintains Membership Spreadsheets for all current year members and periodically sends updated spreadsheets to IFHE-US Board Members for their use in contacting members.
- i. As necessary, works with Finance Committee in seeking financial resources to fulfill the mission of IFHE-US.
- j. In consultation with the IFHE-US Executive Committee, arranges for Board of Directors limited liability insurance coverage and Officers and Directors Insurance.
- k. In consultation with the Director, Development, appoints an Investment Management Sub-Committee. This Sub-Committee oversees IFHE-US financial investment accounts as appropriate. This Sub-Committee provides the IFHE-US Board of Directors with the Policies and Procedures established for Development financial records and investments, i.e., receipts acceptable for individual contributors' tax records for cash and in-kind contributions. The Sub-Committee prepares a list of contributors for an IFHE-US newsletter.
- l. Other duties as assigned.
- m. The term of office of the Director, Finance will be four (4) years, serving from the end of an IFHE Council Meeting held between Congresses to the end of the next Council Meeting held between Congresses.

**Director of Communication (4-year commitment)**

- a. In consultation with the President, appoints a Communications Committee; serves as chair of this committee.
- b. In cooperation with IFHE-US Board members, prepares four (4) or more newsletters each year available to all IFHE-US members; solicits articles, edits, prepares copy, and oversees publication and mailing electronically and/or by U.S. mail.
- c. Coordinates with the Director, Finance for a Membership Brochure to be posted on IFHE-US website and available on technology-assisted communication platforms.
- d. Solicits articles concerning IFHE-US activities and events for appropriate publications.
- e. Provides oversight for communications, including but not limited to technology-assisted means, such as a website and social media.

- f. Provides leadership in the development and ongoing support of the IFHE website and ways to cooperate with webmasters and other websites (e.g., AAFCS and IFHE) to communicate IFHE-US news at <https://www.ifheus.org>
- g. Other duties as assigned.
- h. The term of office of the Director, Communications shall be four (4) years, from the end of the IFHE Council meeting held between Congresses to the end of the next Council meeting held between Congresses.

#### **Director of Professional Development & Program (4-year commitment)**

- a. In cooperation with the President, appoints a Professional Development and Program Committee to assist in planning, implementing, and assessing professional activities and programs; chairs the committee.
- b. In cooperation with other members of the Board of Directors, coordinates, promotes, and publicizes program-focused activities of IFHE at the national (US) level.
- c. Organizes and promotes at least two IFHE-US member education webinars annually, including in March for World Home Economics Day.
- d. Collaborates with the IFHE-US President, and when needed, IFHE President, to ensure IFHE-US representation of membership on IFHE Program Committees.
- e. In concert with the IFHE-US President, applies for AAFCS professional development units (PDUs) for members participating in IFHE-US and IFHE-sponsored programs.
- f. Other duties as assigned.
- g. The term of office of the Director, Professional Development and Program shall be four (4) years serving from the end of the IFHE Council meeting held between Congresses to the end of the next Council meeting held between Congresses.

The committee is chaired by Natalie Hancock with members Bev Carr and Mari Borr. If you have questions about the process or would like to suggest potential nominees, please feel free to reach out to Natalie Hancock at [natalie\\_hancock@byu.edu](mailto:natalie_hancock@byu.edu). Please use the links below to submit your nominations by **November 15th, 2026**. Your input is vital to ensuring a strong and engaged leadership team for IFHE.

[Nomination form for President-Elect](#)

[Nomination form for Director of Finance](#)

[Nomination form for Director of Communications](#)

[Nomination form for Professional Development & Program](#)