

Checklist for Orientation of New County Extension Council Members

(This outline is intended to serve as a guide for preparing CEC Member Notebooks and for setting the orientation agenda. It correlates with materials available on the Kentucky Advisory Council website)

- ___ Conduct council introductions and/or an icebreaker activity ([See agent resource page for potential icebreakers.](#))
- ___ Review/introduce county staff
- ___ Provide an overview of Cooperative Extension and the Council System ([Video](#))
 - Mission and values
 - Extension history and enabling legislation
 - Extension structure and leadership
 - County Extension Council overview
 - Extension District Board overview
 - State Extension Advisory Council Overview

(Provide a copy of the “Kentucky Cooperative Extension Service Council System” publication for additional information and reference. A PowerPoint slide deck that corresponds to the publication is available [on the agent resource page](#) and can be adapted for local use.)
- ___ Review of Job Description for County Extension Council Members
- ___ Provide a description of the local County Extension Council with copies of the following as applicable:
 - County Constitution and Bylaws (provide a copy)
 - Membership list noting terms and rotation
 - Frequency and schedule of meeting
 - Officer list and description of duties
 - List of committees and descriptions of each (Info sheets for each recommended standing committee are available on [the agent resource page.](#))
 - Information about council projects/programs
 - Pending projects/plans for year
- ___ Share county demographics (Consider sharing [Kentucky by the Numbers](#) and/or [CEDIK County Data Profiles](#))
- ___ Review a description of local programs, Plan of Work C-MAP’s, and their impacts (County develops synopsis of C-MAPs, including goals, impacts, etc.)
- ___ Funding and Budgets (Ensure any budgets shared are formatted to avoid disclosing specific salaries.)
- ___ Parliamentary Procedure/Robert’s Rules of Order ([IP-15 – Simple Parliamentary Procedure](#))
- ___ Continued education of members may be done during regular meetings of the council throughout the year. Be sure to share with council members if any specific trainings are planned.

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