

## 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.

Revised 12/2023

