

Duties & Responsibilities

COUNTY EXTENSION COUNCIL MEMBER

Position Title County Extension Council Member

Term of Appointment As specified in the local County Extension Council Bylaws

Location/Number of Meetings

The County Extension Council will meet (*as prescribed in County Constitution and Bylaws*). Council members may also serve on a limited number of standing or ad hoc committees. Most meetings will be held at the county Extension office.

General Purposes

“The primary mechanism for securing input in the support and direction of local Cooperative Extension programs will be with the County Extension Council. The County Extension Council will provide overall coordination of the county program, and program councils/committees will give leadership to each program area.”

The County Extension Council is an organized body of volunteer leaders. They counsel with agents and help identify issues and community needs, and give support to develop, carry out and evaluate non-formal educational programs that contribute to a county’s social and economic development. This organization works with the county Extension staff to attain the identified purposes and perform the specific functions that follow.

Purposes

1. To ensure a broad-based Extension program is available to all citizens.
2. To identify issues and opportunities that serve as a basis for the county Extension program’s plan of work.
3. To aid in determining program priorities, content areas, and goals annually. Council members participate in all phases of program development, including:
 - Needs assessments and situation analysis,
 - Implementation of the program, and
 - Evaluating program impact and communicating with local leadership.
4. To communicate and promote extension program opportunities to the public, organizations, and governing bodies of the county.

Specific Functions

Primary functions of the County Extension Council are to:

1. Meet with new Extension agents appointed by the University of Kentucky for the purpose of reviewing local program needs and concerns.
2. Stay current on local community needs through informal observation, analysis and feedback, and periodic formal needs assessment.
3. Work collaboratively with the Extension staff to determine programming priorities and set appropriate goals for the total county Extension program.
4. Aid the Extension staff in developing, implementing, and evaluating county Extension programs.

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English.
University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506



Disabilities
accommodated
with prior notification.

5. Annually review program outcomes and impacts in comparison to priorities and goals, identifying opportunities to expand and enhance programming.
6. Promote an appropriate balance of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community and Economic Development programming.
7. Ensure the necessary volunteer leadership for conducting county Extension programs.
8. Sponsor and conduct county-wide programs.
9. Interpret the resource needs to the Extension District Board* (or to the County Fiscal Court if no Extension Board exists) and other local bodies which may appropriate funds for Extension programming.
10. For counties with an Extension District, the duties of the County Extension Council include:
 - Nominating individuals for consideration as Extension District Board members.
 - Counseling with the Extension District Board in making and adopting rules and regulations for transacting Extension District business.
 - Cooperating with the Extension Service and Extension District Board in planning and conducting the county Extension program.
 - Advising the Extension District Board in the preparation of the county Extension budget.
11. Advocate for State and federal legislative support as needed.
12. Increase public awareness of Extension programs.
13. Form committees as deemed necessary to function effectively and efficiently.
14. Participate in and/or identify members for Extension committees as requested.

Qualifications

County Extension Council members must be able to represent and establish rapport with current or potential clientele groups while at the same time seeing the broader picture of county and community needs. Members should be able to function in a group with good communication, critical thinking, and decision-making skills. Persons are sought who are visionary and can identify with emerging issues. An understanding of Cooperative Extension’s mission and commitment to serve all is valuable.

Although members of the council are defined by various classifications for membership, it is expected when they meet as a council that they will represent multiple interests in their efforts to determine the best use of Extension’s resources.

Benefits

- Members will affect the lives and futures of individuals, communities, and the county as a whole.
- Members will develop personal working relationships with other community leaders and the Cooperative Extension staff.
- Members will enhance their own leadership and program development skills while contributing to the development of others.
- Members will gain satisfaction and fulfillment as they see progress in various program initiatives.
- Members will gain insight to other local county programs through local collaborations and to other University of Kentucky and Kentucky State University programs.
- Members will have opportunity to experience Cooperative Extension trainings, forums, and workshops on leadership and volunteer programs.

Supervising Professional

All Extension agents, in particular the County Council and Marketing Coordinator, and the Area Extension Director.

CEC Member Signature Date

Extension Professional Signature Date