

County Extension Council

Organizational Structure

The County Extension Council works with County Extension agents to plan, implement, evaluate, market, and support the local educational program. The effectiveness of a county's Extension program depends on involvement of local citizens in program development.

The basic units of the County Extension Council are:

- County Extension Council Members.
- Program/Issue Committees.

The County Extension Council gives leadership, direction, coordination, and support to the Cooperative Extension program. The Council members serve as advocates for the Cooperative Extension program and assist in making decisions to guide the direction of Extension programming in the county.

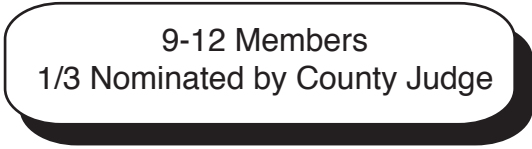
Council Structure

The structure for the County Extension Council is comprised of a core group of leaders who serve in a coordinating and leadership role. In addition to the Council, program committees are appointed to address specific program areas or issues.

The County Extension Council membership entails representation of various economic, geographic, and social interests as well as relevant county organizations. Within this structure are officers, other key leaders, and chairpersons of all program committees. County Extension staff and the county judge will be represented on the Council in an ex-officio capacity without voting privileges.

The recommended size of the County Extension Council is 9 to 12 members, depending on the population and complexity of county concerns (Figure 1). The county judge and county Extension faculty will work together to achieve a membership that is consistent with geographic area representation, minority representation, and leadership representative of county needs. County representation and priorities may require a larger council membership than 12 members. In this situation, the Extension district director will work with you to determine a Council size consistent with county needs. Size will be an important factor as you work with the group throughout the year.

County Extension Council Figure 1



9-12 Members
1/3 Nominated by County Judge

Selections and Rotation of Membership

One-third of the membership will be nominated by the county judge, and the remaining two-thirds will be appointed by the county Extension faculty. Members will serve a three-year term with one-third of the membership rotating off each year. Appointment of new members will be determined by whoever made the appointment or nomination of the retiring member. Incomplete terms should be filled in the same manner.

Council members will be appointed for a term of three years according to the process described in member selection. Terms will be staggered with one-third of the membership rotating off each year. Terms will begin on July 1 of the year appointed. A member can be reappointed for one term after being off the committee one year.

Elections and Appointments

The chair, vice chair, and other officers deemed necessary will be elected annually by the Council members. A county Extension faculty member will serve as secretary for the Council. The secretary will be responsible for all correspondence and records of the Council.

Program/issue committee chairs and vice chairs will be appointed by the Council chair (Figure 2). A chair and vice chair for each program/issue selected by the Council will be appointed from the Council membership. If several priorities are selected, vice chairs may be appointed outside the Council membership.

In addition to the program/issue committees, ad hoc committees may be established within each committee when deemed necessary. Ad-hoc committees will be appointed by the Council chairs as needed. These will be used to address short-term activities or one-time events of special interest. The remaining member appointments will be made in collaboration with the appropriate Extension faculty member. Terms will be determined by program thrusts.

The membership of committees should reflect appropriate geographic, organizational, and population diversity to ensure active participation from all areas of interests. Reflection of population diversity should consider gender, age, racial-ethnic population segments, and socioeconomic levels. All appointments should meet the Affirmative Action guidelines.

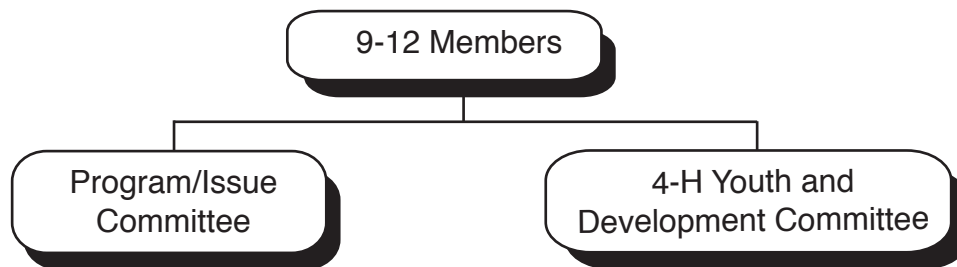
4-H Youth and Development Committee

The 4-H and Youth Development Committee will serve as the program committee for the youth component of the Cooperative Extension Service program. The chair and vice chair of this group will be appointed from the Council. The youth development committee will serve as the 4-H Expansion and Review committee. The current policies and procedures for this committee are in effect. One-third of the membership of this group will be youth. In addition to Expansion and Review, this committee will have program development responsibilities.

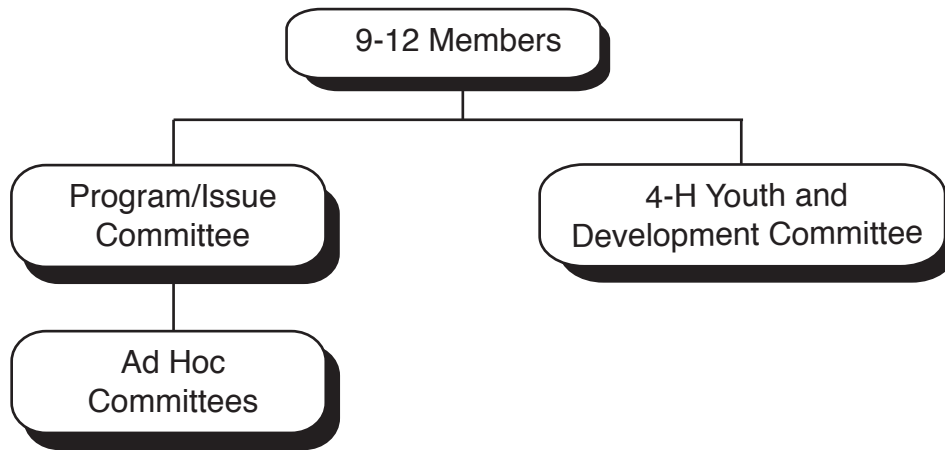
A County Extension Homemakers Council (EHC) expansion and review committee is also required for civil rights compliance. The EHC expansion and review committee can be included in a Family and Consumer Sciences program/issue committee, a related committee, or it may be a permanent standing committee.

Ad hoc committees may be appointed for short-term programs or one-time events. These

County Extension Council
Figure 2



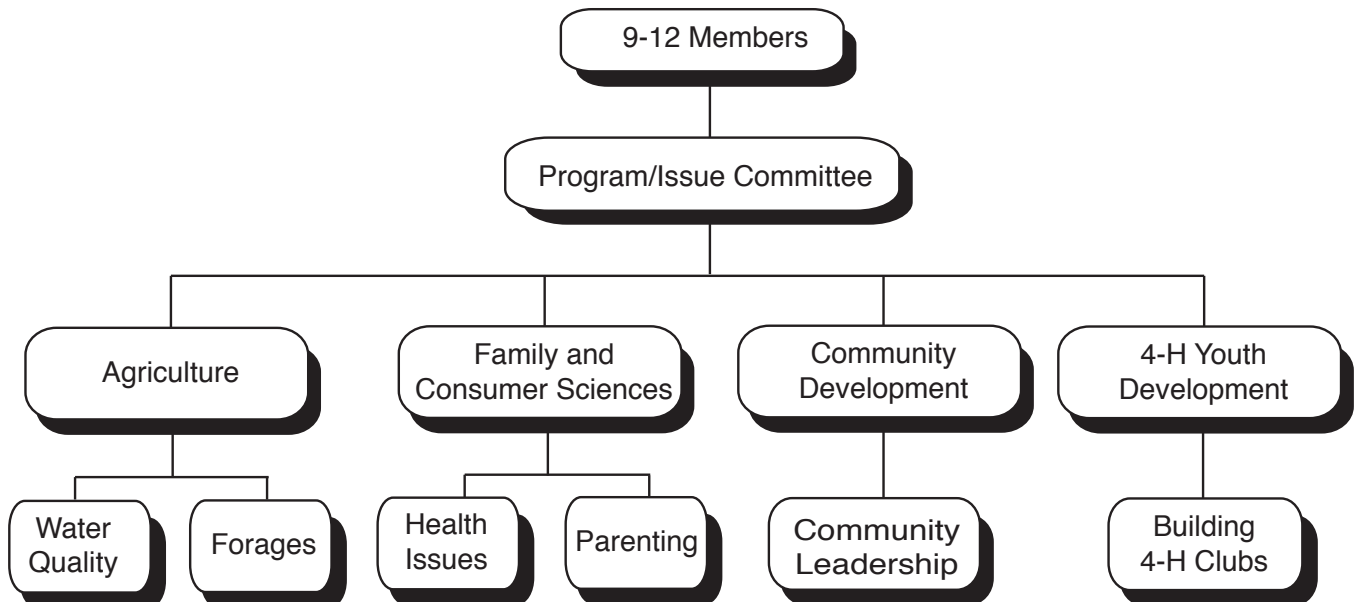
County Extension Council Figure 3



groups are subcommittees of a program committee and will be represented on the Council by the program committee chair (Figure 3).

Each County Extension Council will have program/issue committees and ad hoc committees unique to the county situation. (Figure 4 is an example, only.)

County Extension Council Figure 4



Attendance

This Council is responsible for an important part of the Cooperative Extension Service program. To be an effective member of the Council, attendance at meetings is important. It may be necessary to miss a meeting due to conflicts; however, regular attendance is encouraged. The Council should determine a policy that is acceptable for absenteeism.

Frequency of Meetings

In order to be effective the County Extension Council may meet at least three to four times during the year for these purposes:

1. Re-organization of County Extension Council.
2. Meet program/issue subcommittees.
3. Program/issue subcommittees report back to County Extension Council.
4. Interpretive event.