

County Extension Council Chair and Vice Chair Responsibilities

Thousands of Arkansans utilize their talents, knowledge, resources, and influence to help others improve themselves. Volunteer leaders are an essential part of the Extension system of education. As a participant in your County Extension Council, you are helping others to bring improvements into their daily lives.

Because effective leadership is vital to the program development process, this position description was prepared to help you understand and be able to carry out your duties on the County Extension Council.

The chair is the chief officer. Your role is to lead the County Extension Council in accomplishing its purpose and mission. The vice chair temporarily assumes the office and duties of the chair in case of absence. The vice chair may perform other duties as delegated by the chair.

- Keep in contact with Extension agents throughout the year to discuss meetings and progress of the Extension program.
- Get to know members on an informal basis, ask for their support, and encourage them to be active.
- Make a general meeting schedule for the council in consultation with other officers and Extension agents.
- Call meetings of the County Extension Council.
- Plan details for meetings – date, time, location, etc. – with agents. Involve other officers, and consult with members before arrangements are finalized to avoid conflicts with other community activities.
- Prepare a meeting agenda in consultation with agents and other officers.
- Arrange for members to be notified about meetings and encourage them to attend.
- Delegate responsibility. Divide the organization's work among the officers, members, and committees; assign meeting tasks to individual members.
- See that each committee understands its purpose and assignment.
- Appoint special committees as needed to carry out specific responsibilities (e.g., nominating committee for new officers).
- Preside at meetings of the County Extension Council.
- Conduct meetings in an orderly, business-like manner and follow the meeting agenda.
- Review and approve minutes of meetings prepared by the secretary.

- Begin and end meetings on time and follow up on plans or action taken.
- Lead in revising the number and assignments of program area committees and/or issue committees to ensure program effectiveness.
- Identify and assist in recruiting replacement members for the Council.
- Follow the Council's standing rules and revise them as needed.
- Stay in touch with all program area committees and/or issue committees to keep informed on their work and program accomplishments.
- Lead the County Extension Council in assessing program effectiveness and in initiating action for revision of long-range plans.
- Recognize the work of members publicly.
- Maintain a spirit of cooperation between the County Extension Council and leaders of other groups and agencies; work jointly on issues of common interest.
- Help explain the Extension program to other organizations and individuals to gain their understanding and support.

Your county Extension agents can advise you on other resource material available to help you understand and use the program development process. They will be glad to provide you with other helpful material and publications.

Information in this publication has been adapted for Arkansas. Original materials were prepared by Burl Richardson and Mary Marshall, Extension Program Development Specialists, Texas Agricultural Extension Service.

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Equal Opportunity Employer.

Committee Meetings

Group work and citizen input are vital for developing the kind of Extension educational program that will benefit people. Committee meetings are the occasions to share ideas, discuss alternatives, arrange specific details, and make assignments for work to be done. Always be prepared for each meeting and follow through on any responsibilities you have. Make notes below on committee actions.

COMMITTEE MEETING
(items considered, actions taken, assignments, etc.)

DATE _____

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Calendar of Activities

When the committee has decided on major educational activities it will conduct, list them on the calendar below, along with committee meetings to help arrange the events. You may also want to list some activities of other program area or issue committees whose events are of interest to you and people you represent.

| | | |
|----------------|-----------------|------------------|
| JANUARY | FEBRUARY | MARCH |
| APRIL | MAY | JUNE |
| JULY | AUGUST | SEPTEMBER |
| OCTOBER | NOVEMBER | DECEMBER |

Reminders – Notes

Keep notes about the work of your committee for use in evaluating the program. These may include reminders about goals, activities planned and conducted, attendance at events, ways to improve publicity and participation, things that committee members can do to help reach goals. Also, record remarks made by people who attended events to help you evaluate program outcomes.

Goals:

Event

Attendance

Remarks for Evaluation

| Event | Attendance | Remarks for Evaluation |
|-------|------------|------------------------|
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