

## County Extension Council Secretary

The county Extension office will provide the support needed to help the council operate efficiently. A county Extension faculty member will serve as secretary. They will be responsible for correspondence and for maintaining records of the council. Specific responsibilities are described below.

The secretary is the recording officer of the County Extension Council and acts as an assistant to the chair. The secretary is an important member of the council but serves in an ex-officio capacity. The secretary may introduce ideas and discuss business but will not vote on matters before the group.

- Attend planning sessions with other officers and Extension agents to make arrangements for meetings of the council.
- Attend council meetings and program/issues meetings of the County Extension Council.
- If the chair and vice chair are absent, preside until a temporary chair is elected.
- Keep business records of the council – membership lists with terms, minutes, standing rules, lists of committees/ad hoc committees and their memberships, committee plans and reports.
- Keep the membership roll updated and record attendance at each meeting.
- Write minutes of the council and program/issue meetings.
- Read minutes of the previous meeting at each meeting.
- Correct the minutes when necessary.
- Attach written reports from committees or individuals to the minutes; make a statement in the minutes that these are attached.
- Record every motion, name of person who made it, and whether it passed or failed. A record of the discussion of a motion need not be made.
- Provide the council chair with a copy of the minutes. The secretary and chair should sign the minutes after they are accepted.
- Maintain a copy of the minutes in the county Extension office so they can be mailed to all members. Absent members will be kept informed this way.
- Read pertinent correspondence to the organization during meetings.
- Keep organization documents – strategic plan, county plan of work, county impact reports, membership rolls, and minutes – for historical purposes and see that these are kept in the Extension office.

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

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