

# Program Area or Issue Committee Member

As a member, your role is to cooperate with the chairman and other members in accomplishing the committee's assigned responsibilities.

- Stay in touch with the committee chairman and Extension agents throughout the year to keep up on committee meetings and educational programs.
- Get acquainted with other members so that meetings can be more enjoyable and productive.
- Review the purpose of your committee and what it has been assigned to do by the council.
- Become familiar with operational procedures the chairman plans to use – such as setting meeting dates, how you will be notified, frequency of meetings, how you can suggest items for the agenda, etc.
- Talk with others in your community who aren't committee members, because you also represent them. Get their program ideas and concerns to share with the committee.
- Prepare for and attend committee meetings.
- Complete pre-meeting assignments given by the chairman and be prepared for assignments to be accomplished during committee meetings.
- Take part in committee meeting discussions and help make decisions about the educational program.
- Be a good listener as other members express their views and suggestions.
- Be a “team player” and encourage other members to participate.
- Help the chairman keep the group working on the business before the committee.
- Take an active part in making annual plans for the coming year's educational program:
  - Discuss and analyze county issues and other program concerns.
  - Identify major problems and opportunities for improvement.
  - Present concerns of others you represent, as well as your own.
  - Set program priorities and goals for the year.
  - Determine subject matter topics which the program should include.
  - Select educational activities and target dates for each.
  - Identify resource persons who are needed as speakers for events.
- Keep the people you represent in your community informed about planned events.
- Help get the support and resources needed to conduct programs.

- Help conduct educational activities; assume responsibilities for some of the committee's work assignments for events.
- Publicize the committee's educational activities. Talk to people and encourage them to attend.

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.

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