

Example 1: Letter to a New Member

COMMITTEE ON EXTENSION BEEF CATTLE PROGRAM

Roy Bridges, Chairman	Ted Howard
Jeff Kidd	Leona Tabor
Joe Sink	Kenna Hall
Bob Kemp	Howard Bell
Mark Jones	Davene Friday

Dear (name):

Congratulations upon becoming a member of the (title) Committee. Your acceptance of this leadership position is appreciated by people in your community, because you will represent the people where you live.

This committee is one of (number) program/issue committees that will work with the County Extension Council to coordinate Extension programs.

The committee's role is to help identify issues and problems of (audience) and plan educational activities for them. You will be involved in helping do tasks essential to the success of these activities. For example, you might arrange meeting facilities for an event or help with a portion of the program itself. You will also help evaluate the committee's work to identify how the program can be improved each year.

Several meetings may be required each year. You are expected to attend and to help make decisions. (Chairperson's name) will announce the meetings and develop the agenda. You will also have an opportunity to add things to the agenda.

As county Extension agent, I serve as the committee's advisor – helping the chairperson and members prepare for meetings. I can assist you in understanding an assignment for a meeting or committee activity. A notice to remind you about meetings and your committee assignments will be mailed or e-mailed to you prior to each meeting.

Please call me if you have questions about the committee and your responsibilities. I look forward to working with you on this committee. I think you will enjoy being a part of this group.

Sincerely,

County Extension Agent