

# Example 2:

## Letter Explaining Program Area or Issue Committee Responsibilities

TO: (Type in names of members.)

As a recent appointee to the  (name)  Committee, I would like to explain the committee's role and responsibilities.

### THE JOB IN GENERAL

The program/issue committee is responsible for developing an educational program for target audience. The role can be understood by thinking of it in four parts:

1. planning a program,
2. conducting the program,
3. evaluating accomplishments,
4. and marketing it to others.

### MEETINGS

The number of times the committee will meet is up to the membership. The committee will meet at least annually. However, the committee may also meet to make decisions about events and activities planned by the committee and to develop a progress report for the County Extension Council at the end of the year.

### PROGRAM DEVELOPMENT PHASES

#### 1. Planning the Educational Program

Program planning is very important. This will require some serious thinking on your part. The major points in program planning are these:

- Discuss and analyze the (subject title) situation
- Identify issues and major problems of (target audience)
- Set priorities – “first things first”
- Establish goal(s)
- Identify subject matter we want to emphasize
- Decide about educational activities the committee will sponsor and set tentative dates for these
- Identify resource people for the events

## **2. Conducting the Program**

A number of things will need to be done before, during, and after each educational event. The committee can help by securing a place for the event, helping to publicize it, locating and setting up equipment, arranging/serving refreshments, keeping attendance list, etc. Your participation makes a big difference in the success of events – one person can't do all these tasks alone.

## **3. Evaluating the Program**

Each year the program should improve on the past year's program. The best way is to take time to evaluate. In order to evaluate the effectiveness of the (subject area) committee's impact, the committee will help examine such things as attendance at events, the reactions of people after attending, how people used the information, and other ways to look at how effective the programs have been.

## **4. Marketing and Interpreting the Program**

Basically, this means that others have to know about the (subject area) educational program we are providing. Our committee will want to promote and publicize the activities and find ways to keep related organizations in touch with people who can benefit from participating in Extension-related functions.

I hope this overview of the committee's role has been helpful.

Sincerely,

County Extension Agent