

# Committee Guide Worksheet

## **Congratulations!**

...on being selected as a member of this very important committee. It is part of the larger County Extension Council that guides Extension educational programming in your county. You will represent the views and interests of others in the county; people in your community will recognize you as one who holds a responsible position.

Your committee has a specific program area within the Extension educational program. As you work with county Extension agents in this assigned area, your committee is in a position to bring practical and useful information to people, to solve everyday problems and achieve goals aimed at improving life for individuals and families. It will be a rewarding and meaningful experience for you.

Extension agents appreciate your willingness to serve on this committee. They will rely heavily on your participation and support so that the Extension educational program is one that meets the needs and interests of people.

This Guide is designed especially for you to use. Bring it with you to each committee meeting – make a record of important decisions and tasks you can do. Your dedication to the committee’s job will be recognized and respected by people you represent.

\_\_\_\_\_ Year  
\_\_\_\_\_ Program Area or Issue Committee  
\_\_\_\_\_ Member

## **Your Committee**

The time and effort you devote to this committee’s work will be productive and enjoyable if you know what the committee is supposed to do. Ask your Extension agent for a copy of “Program Area or Issue Committee,” a fact sheet explaining the committee’s role and the role of a member. If you are the committee’s chairperson, also ask for the fact sheet “Program Area or Issue Committee Chairman.”

When the committee meets for the first time this year, discuss these points so that you can record this information:

1. **PURPOSE** – The purpose of this committee is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **OBJECTIVES** – My committee is working toward these objectives (goals): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **RESPONSIBILITIES** – To help the committee accomplish its purpose and objectives, all members must do their part. As a member of this committee, I expect to do the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **MEETINGS** – The chairperson and agent will notify members of exact meeting dates as they are set. However, a general timetable of approximate dates for committee meetings during the year is helpful.

At least one meeting is needed to get acquainted with the role and ongoing work of the committee; at least one meeting is needed to plan the year's educational program. Additional meetings will be set up to help conduct and evaluate the planned activities. List tentative meeting dates for committee meetings next year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **RESOURCES** – My committee needs resources to help plan and conduct our planned program. Some resources can be obtained locally by the committee, while others are provided by the Extension staff. Resources available through the Extension office include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 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.

Date	Items Considered	Actions Taken	Assignments, etc.
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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.

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>

## 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

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Event	Attendance	Remarks for Evaluation

## Notes and Reminders

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

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