

## ROLE DESCRIPTION

# County Extension Committee Members

### UNIVERSITY OF MINNESOTA EXTENSION MISSION

*“Make a difference by connecting community needs and university resources to address critical issues in Minnesota.”*

### AUTHORIZATION

The Minnesota State Legislature established County Extension Committees (CEC’s) in 1923. The structure and responsibilities of the committees were specified in a later amendment to the authorizing bill.

### COMMITTEE MEMBERSHIP

The County Extension Committee consists of nine members, including two members of the County Board, the County Auditor or designee and six county residents that are appointed by the County Board. Some committees include a youth representative.

### TERMS OF APPOINTMENT

County Extension Committee members serve three-year terms and may be re-appointed to a second term. Some committees may have guidelines that allow for term limits of members.

### COMMITTEE OFFICERS

Committee members elect their own chair and vice-chair, both of whom serve one-year terms in that role. The county auditor serves as secretary. The county may designate another person to serve in the capacity of secretary.

### ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

The County Extension Committee members support the County Extension programming in three main ways.



**Identify Local Community Needs and Extension resources by:**

- Knowing your community and its resources
- Connecting Extension Educators to relevant community partners
- Assisting staff in determining local program priorities and working with Regional Director and stakeholders to support funding for local Extension staff positions (as a contract for service with the University of Minnesota);

**Provide Extension Program Support and Advocacy by:**

- Becoming familiar with available Extension programs and resources;
- Participating in Extension program offerings;
- Representing and serving as an Extension advocate in a positive and proactive manner in the county and community;
- Provide feedback to strengthen and inform program and ensure that it meets community needs
- Working with Extension Regional Director(s), local Extension staff and program staff supervisors to identify and support local Extension Educator priority program goals;
- Supporting Extension program outcomes and to annually provide staff performance input to measure performance toward reaching identified goals;
- Reviewing the local Extension staff yearly work plan to jointly agree on specific program outcomes that best serve local citizen needs;
- Assisting in marketing and promoting Extension programs throughout the county;
- Providing input to staff performance on an annual basis; and
  - Participating as part of a Search Committee to provide recommendations for employment of local Extension staff, using University of Minnesota hiring practices [when staff vacancies occur]

**Assist in the development of an annual County Extension budget request by:**

- Communicating the importance of Extension programs within the county and community;
- Providing oversight within the development of the annual
- County Extension budget process;
- Recommending, supporting and advocating for the County Extension annual budget request with the County Board

**ROLE OF THE EXTENSION COMMITTEE CHAIR AND VICE-CHAIR**

The County Extension Committee Chair and Vice Chair work together with Regional Director(s) assistance to:

- Develop the County Extension Committee Meeting Agenda;
- Develop an action plan related to County Extension Committee work tasks and assignments;
- Serve in a leadership role within the Committee;
- Lead and chair the County Extension Committee Meetings;
- Identify subcommittee work and membership assignments for budget, personnel and programs, as appropriate;
- Demonstrate support for local Extension program efforts;

- Represent and advocate for Extension within the community;
- Assist in recommending potential County Extension Committee member appointments to the County Board;
- Develop annual County Extension Committee goals;
- Communicate the value of Extension with stakeholders, along with the members of the County Extension Committee;  
Note: In the absence or vacancy of the County Extension Committee Chairperson, the Vice-Chair would fulfill those duties and responsibilities

Contact Cecilia Amadou, Regional Director, for more information