

Volunteer Position Description

County Extension Council Member
Cooperative Extension Service
University of Kentucky

POSITION TITLE:

County Extension Council Member

TIME REQUIRED:

The County Extension Council (CEC) will meet as prescribed in County Constitution and Bylaws. Council members may also serve on a limited number of standing or ad hoc committees. Terms of appointment will be applied as specified in local CEC Bylaws.

LOCATION:

County Extension office, virtual meetings, or community sites

GENERAL PURPOSE:

The CEC is an organized body of volunteer leaders. They collaborate with agents to identify issues and community needs, and give support to develop, carry out and evaluate non-formal educational programs that contribute to a county's overall well-being. This organization works with the county Extension staff to attain identified goals and objectives. The CEC provides overall coordination of the county program, and program councils/committees will give leadership to each program area.

SPECIFIC RESPONSIBILITIES:

- To ensure a broad-based Extension program is available to all citizens
- To identify issues and opportunities that serve as a basis for the county Extension program's plan of work
- To aid in determining program priorities, content areas, and goals annually. Council members participate in all phases of program development including needs assessments and situation analysis, implementation of the program, evaluating program impact and communicating with local leadership
- To communicate and promote extension program opportunities to the public, organizations, and governing bodies of the county
- Meet with new County agents for the purpose of reviewing local program needs and concerns
- Stay current on local community needs through informal observation, analysis and feedback, and periodic formal needs assessment
- Work collaboratively with Extension staff to determine programming priorities and set appropriate goals for the total county Extension program.
- Aid the Extension staff in developing, implementing and evaluating county Extension programs.
- Increase public awareness of Extension programs
- Promote a balance of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community and Economic Development programming
- Ensure the necessary volunteer leadership for conducting county Extension programs
- Sponsor and conduct county-wide programs
- Interpret resource needs of the Extension District Board (EDB) or the County Fiscal Court if no EDB exists and other local bodies which may appropriate funds for Extension programming
- For Counties with an Extension District, the duties of the CEC include nominating individuals for consideration as EDB members, counseling with EDB in making and adopting rules and regulations for transacting Extension District Business, cooperating with the Extension Service and EDB in planning and conducting the county Extension program, and advising the EDB in preparation of the county Extension budget.

QUALIFICATIONS:

- Applicants must complete volunteer application and screening process
- Members are asked to provide their own transportation to meetings and activities
- CEC members must be able to represent and establish rapport with current or potential clientele groups while seeing the broader picture of county and community needs
- Members should be able to function in a group with good communication, critical thinking, and decision making skills
- Persons are sought who are visionary and can identify emerging issues
- An understanding of Cooperative Extension's mission and commitment to serve all
- Council members will represent multiple interests in their efforts to determine the best use of Extension's resources

BENEFITS:

- Members will affect the lives of individuals, communities, and the county as a whole
- Members will develop personal working relationships with other community leaders and the Cooperative Extension staff.
- Members will enhance their own leadership and program development skills while contributing to the development of others
- Member will gain satisfaction and fulfillment as they see progress in various program initiatives
- Members will gain insight to other local county programs through local collaborations and to other University of Kentucky and Kentucky State University programs
- Members will have opportunity to experience Cooperative Extension trainings, forums, and workshops on leadership and volunteer programs.

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky.

SUPERVISOR: (County Director or County Council and Marketing Coordinator)

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

e-mail:

"I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I understand that this volunteer position is renewable annually, I will notify the supervising professional if I am no longer interested in serving."

SIGNATURES:

Signature of volunteer

Date

Signature of supervisor

Date

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506



Disabilities
accommodated
with prior notification.