

Checklist for Orientation of New County Extension Council Members

(This outline correlates with the CEC Member Notebook and the orientation materials on the Kentucky Advisory Council website)

- _____ Review of county staff, related websites, and county demographics

- _____ Provide an overview of Cooperative Extension ([PowerPoint](#))
 - Extension history and enabling legislation
 - Vision
 - Mission
 - Extension emphasis, structure, principles

- _____ Review the County Extension Council System
([Reference "Kentucky Cooperative Extension Service Council System" publication](#))
 - Introduction
 - Importance of Councils
 - Extension Advisory System [PowerPoint](#) with Dr. Turner Video or pages 5-9 of the "Kentucky Cooperative Extension Service Council System" publication
 - Program Councils
 - State Extension Advisory Council/CARET/State Program Council
 - Program Planning Process and Ways Council Members are Involved in Each Phase
([Reference Program & Staff Development pubs](#))

- _____ Review of [Job Description](#) for County Extension Council Members

- _____ Review a description of local programs, Plan of Work C-MAP's, and their impacts (County develops synopsis of C-MAPs and its goals, impacts, etc.)

- _____ Provide a description of the local County Extension Council (from materials created in county)
 - County Constitution and By-Laws
 - Membership composition, terms, rotation
 - How often they meet
 - Who are the officers and their duties
 - What has been their involvement/accomplishments
 - What plans are pending/projected

- _____ Parliamentary Procedure/Robert's Rules of Order

- _____ [Regional Issues and Program Committees](#)

- _____ Funding and Budgets

- _____ Continued education and orientation of members may be done during regular meetings of the council. The following are some suggested topics to cover:
 - Equal Opportunity Guidelines
 - Relationships with Organizations
 - Risk Management Guidelines

