

KENTUCKY
COOPERATIVE EXTENSION SERVICE
COUNCIL SYSTEM



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF KENTUCKY
COLLEGE OF AGRICULTURE
KENTUCKY STATE UNIVERSITY

Agriculture & Natural Resources • Family & Consumer Sciences
4-H Youth Development • Community & Economic Development
Initiative of Kentucky

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Introduction

The success of the Kentucky Cooperative Extension Service relies on the active participation of Kentuckians in carrying out programs. The Kentucky Cooperative Extension Service Council System involves local people and Extension staff together to ensure an effective Extension program. Through the system of County Extension Councils, local people work with Extension agents to determine individual and community needs, identify and appropriate available resources, and set and act upon goals. The Council System helps develop educational programs for Cooperative Extension that reflect the ever changing situations in which Kentuckians live and work and the diversity of citizens in our counties. This publication outlines the Kentucky Cooperative Extension Service Council System and how it functions at the county and state levels. A chart illustrating the Kentucky Extension Council System is presented on page 9.

Importance of Councils

The primary mechanism for securing input in the support and direction of local Cooperative Extension programs is the County Extension Council. County Extension Councils are critically important to the Cooperative Extension Service's ability to provide locally relevant educational programs as a grassroots organization. Strong County Extension Councils are the essential link between citizens and the educational programs and priorities of Cooperative Extension. The Council System is also vital as the Cooperative Extension Service strives toward its Vision, Mission, and Strategic Goals, determined with participation of council members, program participants, and community leaders throughout the state.

County Extension Councils

The County Extension Council is an organized body of volunteer leaders. They counsel with agents, identify issues and community needs, and help develop, carry out and evaluate non-formal educational programs that contribute to the county's social and economic development. The County Extension Council works with the county Extension staff to set goals and perform specific activities and functions to reach those goals.

Purposes

Purposes of the County Extension Council are to:

1. Ensure a broad-based Extension program available to all citizens.
2. Identify issues and opportunities that serve as a basis for the county Extension program's Plan of Work. The County Extension Council helps determine program priorities, content areas and goals annually. They participate in all phases of program development, including:
 - Needs assessments and situation analysis,
 - Implementation of the program,
 - Evaluating program impact
 - Communicating with local leadership.
3. Communicate and promote Extension program opportunities to the public, organizations and governing bodies of the county.

Functions

Primary functions of the County Extension Council are to:

1. Meet with new Extension agents appointed by the University of

- Kentucky for the purpose of reviewing local program needs and concerns.
2. Help the Extension staff set appropriate goals for the total county Extension program.
 3. Aid the Extension staff in developing, implementing and evaluating county Extension programs.
 4. Promote an appropriate balance of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community and Economic Development Initiative of Ky programming.
 5. Ensure the necessary volunteer leadership for conducting county Extension programs.
 6. Sponsor and conduct county-wide programs.
 7. Interpret the program needs to the Extension District Board¹ (or to the County Fiscal Court if no Extension Board exists) and other local bodies which may appropriate funds for Extension programming.
 8. Counties with an Extension District, the duties of the County Extension Council include:
 - Nominating individuals for consideration as Extension District Board members.
 - Counseling with the Extension District Board in making and adopting rules and regulations for transacting Extension District business.
 - Cooperating with the Extension Service and Extension District Board in planning and conducting the county Extension program.

¹ The Extension District Board is comprised of the County Judge/Executive and six citizens nominated by the County Extension Council and selected by the County Judge/Executive. The District Board is a body corporate, serving as an agency of the state to manage the affairs of the Extension District. It enters into a memorandum of agreement with the Kentucky Cooperative Extension Service and the District with the County Extension Council's advice. (See KRS 164.605 to 164.675 for more specific details on membership, organization, powers and duties, relations to other organizations and Extension Service and directives to the Board).

- Advising the Extension District Board in the preparation of the county Extension budget.
9. Advocate for State and federal legislative support as needed.
 10. Increase public awareness of Extension programs.
 11. Form committees as deemed necessary to function effectively and efficiently.

Organization

The county Extension staff, with the guidance of the District Director, is responsible for organizing and maintaining the County Extension Council.

The membership shall be composed of not less than 15 and no more than 40 citizens of the county. In counties with Cooperative Extension District Boards, each Board member shall, by virtue of membership on the Board, become a member of the County Extension Council. This membership on the County Extension Council may be in addition to the maximum of 40 as prescribed above.

1. Membership

- a. Members should be carefully selected by a Membership Committee in consultation with the Extension staff and should represent all segments of the county, including:
 - i. Each major program area (Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community and Economic Development Initiative of Ky);
 - ii. Each major geographic area of the county;
 - iii. Each organization affecting and affected by Extension programs;
 - iv. Underrepresented audiences, including each major social and economic group in the county.

- b. Other “at-large” members should be selected from leaders in the professions related to program areas, business, industry, education, civic and religious organizations and local government, but not necessarily limited to those mentioned. (Anyone with a major interest in Cooperative Extension Service programs may be a member).
- c. The membership of councils is important because these advisory groups influence the nature of Extension programs. Unless traditionally under-served audiences are represented in council discussions and needs identification sessions, educational programs may fail to meet the needs of all target audiences. The under-served may have a completely different perspective on what programs are needed. With their input, decisions on program priorities, methods of presenting materials, and the location and timing of how programs are delivered might result in quite different conclusions. Without their counsel, we are likely to continue doing things the way we have in the past because it satisfies those who are presently on the council.
- d. Extension staff and USDA or other federal or state agency personnel should not be members but should act as resource people or advisors.
- e. It is suggested that County Extension Council members serve three years, subject to reappointment for only one succeeding three year term before rotating off the council. Rotation of council members is a must to ensure a membership that is broad based and diverse to give value to changing program needs. (District Board members will have their term extended on the Council to cover

their term on the Extension District Board, if necessary).

- f. All members shall be selected and shall function as a part of an organization authorized to provide educational programs and related services only to people and institutions that function without regard to race, color, age, sex, religion, disability, or national origin.

2. Officers

- a. Officers will include a president, vice-president, secretary and other officers as needed.
- b. Officers will be selected from the membership during a fall meeting.
- c. Officers of the council will also comprise the Executive Committee.

It is suggested that officers be elected for a two-year term and that no officer succeed himself or herself in the same office.

3. Constitution and By-Laws

A set of By-Laws providing for County Extension Council operation and terms of membership shall be adopted and observed. A sample constitution and by-laws can be found on the PSD web site.

<http://psd.ca.uky.edu/countyCouncils>

Select County Extension Councils, Materials for Organizing a Strong County Extension Council)

4. Committees

As a minimum, County Extension Councils should have the following standing committees: Membership, Nominating, Public Relations and By-Laws. Program Development Committees would function through the entire programming cycle and involve all council members and perhaps some others within the community knowledgeable of the area being addressed. Ad Hoc committees can be established as needed.

Relationships with Other Organizations

1. Extension-related Organizations

The County Extension Council will be the primary organization representing the people of the county in direction of the total Extension program. Overall county Extension program matters to be acted on by local people are the business of the County Extension Council.

- a. Extension District Board is an agency of the state to function with authority for making fiscal and financial decisions for the Extension District in cooperation with the University of Kentucky. The County Extension Council will provide advice, recommendations and assistance to the Extension Board for use in making business and fiscal matter decisions for the overall well being of the people and communities in the Extension District.
- b. Other Extension-related Councils, such as 4-H Youth Development, Family and Consumer Sciences, Community and Economic Development Initiative of Ky, and Agriculture Advisory/Horticulture, should keep the County Extension Council well informed.

2. Non-Extension Organizations

County Extension Councils should establish and maintain relationships with local non-Extension organizations in keeping with the purposes and functions of the County Extension Council and the policies and procedures of the Cooperative Extension Service. Such relationships should help:

- a. Extend the benefits of Extension programs to people of the county.
- b. Obtain contributions to Extension program development, implementation and evaluation.
- c. Promote understanding of Extension programs and procedures.

Program Development Committees of the County Extension Council

Purposes

Special program development committees or task forces will be formed to help bring together those community members with the interest and knowledge to deal with educational programs in Extension. Program committees may be charged with planning or carrying out specific subject matter programs or with educational events that occur at a particular time. Common examples are: a field day committee, health fair committee, leader recognition committee, Plan of Work committee, public relations and marketing committees, pre-natal health task force, etc. These types of committees could function within the Program Advisory Councils/Committees as well.

Functions

Primary functions of Program Development Committees, in conjunction with Extension staff and the County Extension Council, are to:

- a. Collect and analyze appropriate background information to determine the current situation concerning an Extension program.
- b. Identify issues and problems and establish program priorities.
- c. Determine short-term and long-term program objectives.
- d. Develop and implement plans for reaching objectives.
- e. Evaluate program efforts.
- f. Secure the help of appropriate individuals and organizations to assist in the implementation of the total Extension program.

Organization

1. Program development and implementation committees should

- be organized as required by Extension program needs.
2. The County Extension Council should organize each committee after the need, purpose and functions of each are understood and agreed upon by the County Extension Council and the County Extension staff.
 3. The County Extension Council should clearly describe and communicate the purpose and functions of each committee to those appointed.
 4. Committee purposes and functions must contribute to and be consistent with County Extension Council purposes and functions.
 5. Committees should be recognized as short-term and may be disbanded when their specific tasks are accomplished.
 6. Committee members do not have to exclusively be members of the County Extension Council; however, the committee chairperson should be a member of the County Extension Council and report to such.
 7. Officers of each committee will be a chair, vice-chair and secretary. It is suggested that if a committee functions longer than two years, a new chair and vice-chair should be elected. These officers may succeed themselves for one term.

Program Area Advisory Councils/Committees

Each agent will have a county program advisory council/advisory committee to advise and help implement programs specific to a certain program area, i.e.,: Agriculture and Natural Resources/Horticulture, Family and Consumer Sciences, 4-H Youth Development, or Community and Economic Development Initiative of KY. Program councils will be subordinate to the County Extension Council.

Efforts of the program councils/committees will be coordinated with the County Extension Council. Program councils will give oversight to funds appropriated to or generated through the individual program advisory councils. Sub-committees of the various program advisory council/committees can further enhance the functioning of these program advisory groups.

Each program advisory council should have a constitution/by-laws that enables the council to have a membership that selects officers, rotates membership, ensures diversity, forms committees and plans programs within the law and the regulations of the University.

All program area councils may not have the same structure beyond the county level. Individual program areas will group into multi-county or district groups as necessary to carry out programs and activities beyond the county level. Contact agents may be assigned to groups that function beyond the county level.

Program advisory council/committees will select representatives to be members of the County Extension Council. Issues, needs, collaborative opportunities, etc., may be communicated to the County Extension Council where appropriate. Some information flow will be necessary with state program advisory councils as well.

State Extension Advisory Council

The State Extension Advisory Council (SEAC) operates at the state level to provide the people's viewpoint in counsel with the state administrative staff.

Purpose and Functions of State Extension Council:

1. To represent the Extension volunteer leadership in KY.
2. To provide stakeholder merit review of program issues related to a State Plan of Work.
3. To be an ambassador for communications/public relations for Kentucky Extension.
4. To receive training and assist in providing training for those in leadership roles throughout the state.
5. To counsel with the Directors of Extension and their designated administrative and programming staff on Extension programs, priorities, policies and procedures
6. The State Extension Advisory Council is organized to serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Organization

1. Membership shall consist of 5 representatives from each Extension District (4 representatives from counties plus 1 at large member). Each District shall elect representatives at their annual District meeting prior to the winter meeting of the SEAC. Each District will develop a rotational system so all counties may have the opportunity to select the five delegates. In addition, 4 representatives from KSU and 4 representatives from each of the

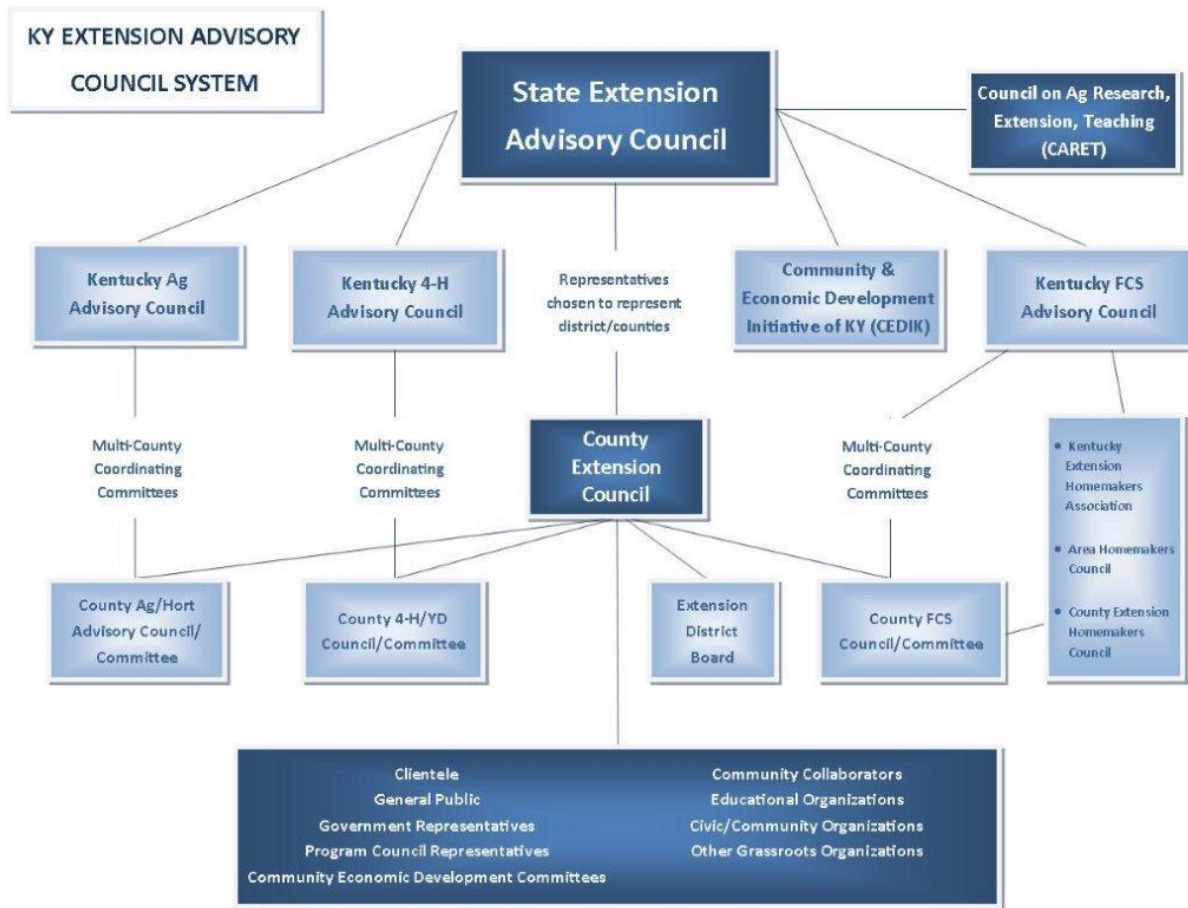
- state program councils will be selected to serve on the SEAC in conjunction with Director of Extension or his/her designee.
2. Each delegate may be eligible for two consecutive three-year terms. However, should a delegate be elected an officer of the SEAC, his/her term will be extended and the District may select a representative to fill his/her term. The outgoing President will remain on the SEAC, in an ex-officio advisory capacity, through the summer meeting following the expiration of his/her term as state President.
3. Officers shall include a president, vice-president, and secretary, elected from the membership at the summer meeting of SEAC as recommended by the nominating committee (appointed by the executive committee at the winter meeting in the odd-numbered years). Officers elected will assume office at the winter meeting of the SEAC.
4. Officers shall retain their voice and their vote as delegates from their districts.
5. Officers shall serve for three years. No officer shall be eligible to serve for more than one term in one office.
6. A winter and summer meeting of SEAC will be scheduled and agreed on jointly by the Executive Committee and the Kentucky Director of Extension.

Relationships with Other Organizations

1. The support and cooperation of other Extension committees and councils such as the 4-H Advisory Group, the Family and Consumer Sciences Council and Agriculture Advisory Council, are vital since the State Extension Advisory Council is the state-level advisory group which covers all areas of Cooperative Extension.

2. The State Extension Advisory Council should maintain a functional relationship and communicate with County Extension Councils through the district delegates, minutes and Extension staff members.
3. Relationships with non-Extension and Extension-related organizations will be maintained in keeping with the stated purposes and functions of the State Extension Advisory Council and the policies and procedures of the Kentucky Cooperative Extension Service.

KENTUCKY EXTENSION COUNCIL SYSTEM



Vision

The Kentucky Cooperative Extension Service is the educational resource for all Kentuckians that serves as a catalyst to build better communities and improve quality of life.

Mission

The Kentucky Cooperative Extension Service serves as a link between the counties of the Commonwealth and the state's land grant universities to help people improve their lives through an educational process focusing on their issues and needs.