

## Extension Council Job Description

An Iowa State University Extension and Outreach county extension council is a group of nine locally elected public officials. They build partnerships and provide research-based learning opportunities to improve the quality of life in their district.

### General Responsibilities

- Identify the needs of public and private enterprises, families, and communities in the district.
- Link the resources of Iowa State University, the community, other agencies, and funding sources to the needs in the district.
- Market and represent ISU Extension and Outreach.
- Represent diverse groups, issues, and concerns that characterize the district.
- Be partners in ISU Extension and Outreach's future.

### Detailed Responsibilities

1. Participate in meetings and committees as established by the extension council.
2. Oversee the planning, preparation, marketing, delivery, and assessment of the extension district's educational program.
3. Meet with other council representatives, staff, and administration to discuss and review the effectiveness of the extension district's educational program.
4. Recognize the mutual benefits that may result from networking with other agencies, and encourage staff to be knowledgeable of and to cooperate with other community agencies.
5. Develop a marketing plan to help increase awareness of extension and outreach in the district.
6. Maintain adequate and appropriate office space for the headquarters of the extension district.
7. Keep a complete and accurate set of minutes of all the district's council meetings.
8. Prepare an annual budget in accordance with various provisions of the Code of Iowa and recommendations of the Vice President for Extension and Outreach, and forward a copy of the budget to Iowa State University Extension and Outreach.
9. Collect reasonable fees and seek and receive grants, donations, gifts, bequests, or other moneys from public and private sources to be used for extension educational purposes, as deemed necessary.
10. Enter into contracts, as necessary, to provide educational services.
11. Use the statewide financial accounting system that complies with GAAP and standards set by the Office of the State Auditor. Maintain financial records consistent with the Code of Iowa and recommendations of the Vice President for Extension and Outreach, submit required reports, and keep records in the extension district's office available for review.
12. Assist in selecting extension professional staff from candidates provided by Iowa State University Extension and Outreach.
13. Participate in a procedure for determining the extension district's support for an effective statewide system and an effective county program.
14. Develop personnel policies to carry out extension programs.
15. Implement a plan of action to ensure equal access to extension programs and facilities consistent with various state and federal laws and regulations. Review, report, and update the plan regularly.