

Extension Council Meeting Calendar

<p>January</p> <ul style="list-style-type: none"> • Organization Meeting: elect officers, name depository, appoint committees, approve personnel and fiscal policies, i.e., EFT transfers and bank fees. • Review and approve the current comprehensive volunteer list (present names of new volunteers at regular business meetings as they are identified). • Review Council Member Ideals (Appendix 10 in council manual). • Review carryover balance. • Propose work budget for coming fiscal year. 	<p>February</p> <ul style="list-style-type: none"> • Schedule budget hearing for coming fiscal year. • Print public notice in local paper 10 to 20 days in advance of budget hearing. • Conduct budget hearing and approve budget for coming fiscal year. • Review current fiscal year-end budget estimates and determine if the need to amend looks likely. • Make plans for ISU Extension and Outreach Week. • Begin monitoring year-end cumulative carryover estimates. • *Review fiscal and personnel policies • *Review summer help/internship needs. • *Program planning - review demographic information and critical issues. 	<p>March</p> <ul style="list-style-type: none"> • Execute Program Planning Process with Extension Councils, Appendix 6, Learning Module 23 – Plan of Work decisions made April and May. • Submit budget to the Iowa Department of Management by March 15.
<p>April</p> <ul style="list-style-type: none"> • Review budget, check year-end projections, evaluate need for amendment. • *Complete Civil Rights training review new census data. • *Review council election process (even years). • *Review process for county staff performance reviews in collaboration with county leadership. • *Review office insurance coverage. • *Make program planning decisions using County Plan of Work tools. 	<p>May</p> <ul style="list-style-type: none"> • Review county fair risk exposure, review or develop management plan including procedures and practices. • Complete current budget amendment process by May 31, if amendment is needed. • *Appoint council election nominating committee (even years only). 	<p>June</p> <ul style="list-style-type: none"> • Personnel committee reports on staff performance reviews and proposes wages for coming year. • Approve formally the Memorandum of Understanding (MOU) with Iowa State University (only in years when MOU is expiring). • *Review position descriptions for county staff in collaboration with county leadership.
<p>July</p> <ul style="list-style-type: none"> • Publish year-end report in at least two county newspapers by July 31. • Conduct Risk Management assessments. 	<p>August</p> <ul style="list-style-type: none"> • File council election papers with county auditor (even years). • *Receive council nominating report (could be done in June or July in even years). • *Discuss needs assessment. • *Review county marketing plan. • *Review Memorandum of Understanding with the fair board. • Complete Risk Management assessments. 	<p>September</p>
<p>October</p>	<p>November</p> <ul style="list-style-type: none"> • Review budget process (regional director meets with committees and staff). • Set date for council organizational meeting in January. 	<p>December</p>

An asterisk (*) by an item means that item could be moved to another month. Other items must be addressed during that specific time of year.

Having a guideline of topics extension council's need to cover in a year to meet the legal, financial, and programmatic needs of extension districts is important. It also helps council committees and staff prepare for upcoming meetings and activities. This checklist is a guide for councils to use as they plan their annual meeting schedule. Timelines can be adjusted if legal deadlines and obligations are met.

Find more council training resources online:

www.extension.iastate.edu/countyservices/council