

Extension Council Responsibilities

The nine members of a county extension council, as elected officials of the county, represent the diverse groups, issues, and concerns of the district. The council identifies needs related to public and private enterprises, families, and communities and provides the link to Iowa State University Extension and Outreach. The extension council helps build the partnership with the community and other agencies to secure resources and provide support for staff.

To help define the extension council role, a list of responsibilities has been developed to guide council members as they carry out the legal, financial, and programmatic needs of the district.

Responsibilities of the Entire Council

- Maintains adequate and appropriate office space to conduct extension district business.
- Keeps a complete and accurate set of minutes of all the district's council meetings.
- Prepares an annual budget in accordance with various provisions of the Code of Iowa and, in accordance with recommendations from the vice president for extension, submits required reports and keeps records in the extension's district office available for review.
- Sets priorities and oversees planning, preparation, marketing, and delivery of the extension educational program.
- Interviews, selects, and evaluates staff to support the mission of ISU Extension and Outreach.
- Develops personnel, fiscal, and other policies that meet provisions of the Code of Iowa.
- Implements a plan of action to ensure equal access to extension programs and facilities consistent with various state and federal laws and regulations; reviews, reports, and updates the plan regularly. Works to minimize risk through plans and policies.
- Recognizes the mutual benefits that may result from networking with other organizations and extension councils and encourages staff to be knowledgeable and cooperative with other community organizations and businesses.
- Develops a marketing plan to increase awareness of extension in the district.

Responsibilities of Individual Council Members

- Participates in meetings and committees as established by the extension council.
- Meets with other council representatives, staff, and administration to discuss and review the effectiveness of the extension district's educational program.
- Operate as an effective member of the team by: focusing on key issues, determining vision and direction, setting goals and priorities, allocating limited resources appropriately.

More information on the County Agricultural Extension Law (Iowa Code, Chapter 176A), visit www.extension.iastate.edu/countyservices/iowa-code-extension-council-operations.