

## Extension Council Meeting Calendar

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

Having a guideline of topics extension council's need to cover in the course of 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 as long as legal deadlines and obligations are met. 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.

Find more council training resources online:

[www.extension.iastate.edu/countyservices/council](http://www.extension.iastate.edu/countyservices/council)