

Extension Council Officer Roles and Responsibilities

Extension council officers represent local citizens *and* ISU Extension and Outreach. This is an important responsibility that exists at all times, not just at extension council meetings. Knowing council roles and responsibilities is important for making a good impression with citizens, partners, and decision makers.

As chairperson, I will . . .

- Prepare meeting agendas with staff.
- Notify staff before a meeting if planning to be absent.
- Preside at meetings.
- Follow parliamentary procedure in a courteous and tactful manner.
- Make guests feel welcome.
- Help other officers carry out assignments.
- Encourage everyone to participate in the meeting.
- Avoid dominating the meeting by giving too many personal opinions.
- Make sure everyone serves on a committee during the year.
- Delegate responsibilities to others.
- Give others credit for the jobs they do.
- Thank those who participate in the program or those who help make arrangements.
- Represent the council proudly at other meetings and events.
- Attend and participate in council meetings and committee meetings.
- Be prompt and professional.
- Comply with open meeting laws concerning closed sessions.
- Oversee public hearings regarding the budget and council issues.
- Limit discussion to current issues, following established guidelines (i.e., Robert's Rules of Order).
- Follow policies voted on and set by the council.
- Provide leadership for supervision of county paid extension staff.

As vice-chairperson, I will . . .

- Carry out duties of the chairperson in his or her absence.
- Consult and assist the chairperson on plans or special work needing to be done.
- Preside confidently at council meetings in the absence of the chairperson.
- Assist, as requested, the chairperson in all leadership functions.
- Work with staff and other officers on committees and other group activities.
- Check with those scheduled on the agenda to see if they are ready or need assistance.

As secretary, I will . . .

- Be prompt and supportive in the conduct of the meeting.
- Sit next to or near the chairperson during the meeting.
- Inform the chairperson and staff if planning to be absent.
- Work cooperatively with other officers.
- Call roll and keep an accurate record of attendance.
- Read minutes of the previous meeting and make corrections if necessary.
- Take accurate notes of each meeting's events.
- Record action taken by the council.
- Record the votes taken on issues voted on by the council.
- Record a brief summary of discussions on an issue.
- Provide completed minutes in a reasonable amount of time after the meeting is completed.

When the chairperson calls upon secretary, I will . . .

- State any unfinished business left from the previous meeting.
- Assist the chairperson during the meeting by writing motions as stated and restating motions if necessary.
- Read correspondence directed to the council and write letters from the council.
- Maintain a record of all officers and committees.
- Sign off on appropriate documents as required by law (i.e., budget, vouchers, etc.).
- Use the notes from each meeting to write an accurate, precise record in the secretary's book.

Guidelines for secretaries

It is the responsibility of the secretary to keep an accurate record of each member's attendance. During the business meeting, the chairperson will ask the secretary to take roll call. Secretary minutes should include:

- Kind of meeting (regular or special)
- Name of council
- Place and date of meeting
- Who presided
- Time meeting started
- Number of members and guests present
- Approval of minutes of previous meeting
- Treasurer's report
- Report of other officers and committees
- Complete motions, with the name of the person making the motion (name of the person recording the motion is not needed)
- Important points discussed, if they are of value for future reference
- Summary of discussion
- Record of council votes
- Adjournment
- Secretary's signature

As treasurer, I will . . .

- Inform the bank at which the council's funds are deposited of treasurer change and will sign appropriate forms to write checks.
- Develop the annual budget with the fiscal committee, staff, and regional director.
- Oversee with bookkeeper all money matters of the council.
- Oversee with bookkeeper an accurate record of how all money is used.
- Oversee with bookkeeper that all funds are deposited in the bank according to county fiscal policy.
- Oversee with bookkeeper that all bills are paid promptly in accordance with budget and fiscal policy.
- Oversee with bookkeeper a summary of income and expenses to present at each meeting; report the current balance and give other reports in accordance with county fiscal policy.
- Complete with the bookkeeper financial summary reports at the end of the fiscal year.
- Oversee the fiscal management of the council.
- Assist in strategic planning with the council and staff.
- Lead budget preparation with the bookkeeper.

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