

Suggestions for Effective Operation of UNH Cooperative Extension County Advisory Councils

Members can become better informed about UNH Cooperative Extension by:

1. Becoming familiar with the Council Member Handbook
2. Attending and participating in meetings regularly
3. Receiving and reviewing agenda materials prior to meetings
4. Participating in Extension programs

UNH Cooperative Extension County Council Meetings should:

1. Include a suggested agenda in the notice of a meeting
2. Have subcommittees meet before or after the full Council meeting
3. Have program activity presentations by both Council members and Extension Educators as appropriate
4. Provide time for members to get acquainted

Additional suggestions:

1. Invite UNH Cooperative Extension administrators, specialists and staff to meetings for information and coordination of program goals
2. Identify and invite guests to provide additional input
3. Send minutes of meetings to other Council secretaries (post on list serve)

Each UNH Cooperative Extension County Advisory Council develops its own operating approach. Decisions that need to be made locally include:

1. Meetings - time and number (at least six times per year)
2. Communication/Information Systems
 - Internal to the Council
 - Extension Staff
 - Extension administration and UNH Cooperative Extension State Council
3. Decision-making
 - Vote
 - Consensus
4. Election of officers and establishment of committees
5. Board membership process
 - How does Council handle responsibility for continuation?
 - Selection of members
 - Recruitment and Orientation - Who conducts?
 - Recognition, Rotation, Continuing Education