



**UNHCE County Advisory Council Member
Volunteer Service Description and Agreement**

Objective: UNH Cooperative Extension County Advisory Council members advise and assist UNH Cooperative Extension in program planning and implementation, and in preparation, procurement and administration of the county portion of the budget.

Term of Appointment: _____

Responsibilities:

- Participate in orientation and other educational opportunities concerning policies, programs, marketing, and support of UNH Cooperative Extension activities.
- Attend regular meetings of the council.
- Assist in the recruitment, employment and evaluation of Extension Educators.
- Assist in analyzing local situations and identifying and prioritizing program objectives based on county needs.
- Assist in promoting understanding of UNH Cooperative Extension programs.
- Develop and oversee the UNH Cooperative Extension county budget.
- Approve suitable office facilities, in cooperation with the County Commissioners and County Office Administrator.
- Other responsibilities as assigned by the County Office Administrator or appropriate designee.
- Optional: serve as officer, member of the Finance Committee, Public Awareness Team, or as a member of the UNH Cooperative Extension State Advisory Council.

The above-described work will be non-compensable. This volunteer service does not confer the status of a USNH employee.

Qualifications: Council members should be knowledgeable of the educational needs of county residents and how Cooperative Extension can meet those needs.

Supervisor: County Office Administrator

I understand that I, or UNH Cooperative Extension, may cancel this agreement at any time by notifying the other party. I hereby volunteer my services as described above to assist UNH Cooperative Extension in its authorized work.

Signature of Volunteer	Date
Signature – County Office Administrator	Date