

# Responsibilities of UNH Cooperative Extension County Advisory Council and UNH Cooperative Extension Administration

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<i>Responsibilities</i>	<i>County Advisory Council</i>	<i>UNH Cooperative Extension Administration</i>
<i>Staff Recruitment &amp; Employment</i>	<ol style="list-style-type: none"> <li>1. Review county needs and program priorities.</li> <li>3. Review position description.</li> <li>5. Interview and recommend candidate to hire.</li> </ol>	<ol style="list-style-type: none"> <li>2. Draft position description.</li> <li>4. Recommend candidates to the Council.</li> <li>6. Make final candidate appointment.</li> </ol>
<i>Staff Performance Management</i>	Assess program effects and performance of county Educators. Provide input to UNH Cooperative Extension.	Compile evaluation data from all sources.
<i>Program Development &amp; Implementation</i>	With Extension Educator, design program to meet County needs: identify priorities, establish objectives, determine key objectives.	Provide Specialist and other expertise for the Plan of Work process.
<i>Program Evaluation &amp; Reporting</i>	<p>Know how key objectives are being met.</p> <p>Assist Educators in evaluation and reporting of progress on key objectives.</p>	Assist in development of guidelines and procedures for evaluating and reporting educational programs and their impact.
<i>Council Training</i>	Provide opportunity for orientation and continuing education for Council members.	Provide opportunity for orientation and continuing education for Council members.
<i>Finance</i>	Oversee County budget and monitor expenditures.	Manage funds from out of state and federal sources.
<i>Office</i>	Approve office facility.	Ensure office facility meets minimum standards.