



## COUNTY EXTENSION COMMITTEES

### UNIVERSITY OF MINNESOTA EXTENSION MISSION

“Make a difference by connecting community needs and university resources to address critical issues in Minnesota.”

### AUTHORIZATION

The Minnesota State Legislature established County Extension Committees in 1923. The structure and responsibilities of the committees were specified in a later amendment to the authorizing bill.

### COMMITTEE MEMBERSHIP

The County Extension Committee consists of nine members, including two members of the County Board, the County Auditor or designee and six county residents that are appointed by the County Board. Some committees include a youth representative.

### TERMS OF APPOINTMENT

County Extension Committee members serve three-year terms and may be re-appointed to a second term. Some committees may have guidelines that allow for term limits of members.

### COMMITTEE OFFICERS

Committee members elect their own chair and vice-chair, both serve one-year terms. The county auditor serves as secretary. The county may designate another person to serve as secretary.

### ROLE OF THE EXTENSION COMMITTEE CHAIR AND VICE-CHAIR

The County Extension Committee Chair and Vice Chair work with Regional Director(s) to:

- Develop the County Extension Committee Meeting Agenda
- Develop an action plan related to County Extension Committee work tasks and assignments
- Serve in a leadership role within the Committee
- Lead and chair the County Extension Committee Meetings;
- Identify subcommittee work and membership assignments for budget, personnel and programs, as appropriate
- Demonstrate support for local Extension program efforts
- Represent and advocate for Extension within the community
- Assist in recommending potential County Extension Committee member appointments to the County Board
- Develop annual County Extension Committee goals
- Communicate the value of Extension with stakeholders, along with the members of the County Extension Committee

*Note: In the absence or vacancy of the County Extension Committee Chairperson, the ViceChair would fulfill those duties and responsibilities*