

Sample County Extension Council Meeting Agendas

PLAN A First Meeting

Part 1:

1. Introduction – purpose and role of CEC	CEC Chair
2. CES overview and mission – strategic plans, etc	Agent
3. Structure of CEC	CEC Chair
4. Review of organizational procedure for CEC and position descriptions	CEC Chair
5. County situational information	Agents
a. Rural Profile of Arkansas	
b. Kids Count	
c. Potential audiences	
d. Recent census	
e. Rural Profile of Arkansas Families (check with Lynn)	
6. Review of CEC recommendations of previous year	CEC Secretary
7. Distribute and approve minutes of last year’s meeting	CEC Secretary
8. Review of program accomplishments of previous year	Agents
9. Identify current issues	Chair
10. Present slate of officers for CEC	Chair
11. Elect officers for CEC for current program year	Chair
12. Select appropriate issue/program subcommittees	Chair
13. Appoint chair and vice chair of each subcommittees	Chair
14. Set subcommittee meeting dates	Chair
15. Set date of second CEC meeting	Chair

Part 2:

County Extension Council Program/Issues Subcommittee Meeting

1. Introduction – purpose and role of CEC	Subcommittee Chair
2. CES overview and mission – strategic plans, etc	Agent
3. Structure of CEC	Subcommittee Chair
4. Review of organizational procedure for CEC and position descriptions	Subcommittee Chair
5. County situational information appropriate to committee	Agent
a. Review of program/issues subcommittee recommendations of previous year	Subcommittee Chair
6. Distribute minutes of last year’s meeting	Subcommittee Chair
7. Review of program accomplishments of previous year	Agent
8. Identify current issues	Committee
9. Prioritize issues	Committee
10. Review next step in CEC process	Subcommittee Chair
11. Adjourn	Subcommittee Chair

Part 3:

**County Extension Council
Second Meeting**

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| 1. Welcome and introduction | CEC Chair |
| 2. Meal and/or refreshments | |
| 3. Reading of minutes of first meeting of CEC | CEC Secretary |
| 4. Reports of program/issues subcommittee meetings | Subcommittee Chairs |
| 5. Prioritizing recommendations of subcommittees | CEC |
| 6. Development of county plan | CEC and Extension
faculty |
| 7. Recommend ad hoc committees as appropriate | CEC |
| 8. Discuss, plan, and assign responsibilities for interpretive event | CEC Chair |
| 9. Recognize outgoing officers and retiring members | CEC Member |
| 10. Adjourn | CEC Chair |

County Extension Council PLAN B

Part 1:

County Extension Council Program/Issues Subcommittee Meeting

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|---|--------------------|
| 1. Introduction – purpose and role of CEC | Subcommittee Chair |
| 2. CES overview and mission – strategic plans, etc | Agent |
| 3. Structure of CEC | Subcommittee Chair |
| 4. Review of organizational procedure for CEC and position descriptions | Subcommittee Chair |
| 5. County situational information appropriate to committee | Agent |
| 6. Review of program/issues subcommittee recommendations of previous year | Subcommittee Chair |
| 7. Distribute minutes of last year’s meeting | Subcommittee Chair |
| 8. Review of program accomplishments of previous year | Agent |
| 9. Identify current issues | Committee |
| 10. Prioritize issues | Committee |
| 11. Review next step in CEC process | Subcommittee Chair |
| 12. Adjourn | Subcommittee Chair |
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Part 2:

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|---|--------------------|
| 1. Introduction – purpose and role of CEC | CEC Chair |
| 2. CES overview and mission – strategic plans, etc | Staff Chair/Agent |
| 3. Structure of CEC | CEC Chair |
| 4. Review of organizational procedure for CEC and position descriptions | CEC Chair |
| 5. County situational information | Agents |
| a. Rural Profile of Arkansas | |
| b. Kids Count | |
| c. Potential audiences | |
| d. Recent census | |
| e. Rural Profile of Arkansas Families (check with Lynn) | |
| 6. Review of CEC recommendations of previous year | CEC Secretary |
| 7. Distribute and approve minutes of last year’s meeting | CEC Secretary |
| 8. Review of program accomplishments of previous year | Agents |
| 9. Reports of program/issues subcommittee meetings | Subcommittee Chair |
| 10. Prioritizing recommendations of subcommittees | CEC |
| 11. Development of county plan | CEC |
| 12. Recommend ad hoc committees as appropriate | CEC Chair |
| 13. Discuss, plan and assign responsibilities for interpretive event | CEC Chair |
| 14. Recognize outgoing officers and retiring members | CEC Member |
| 15. Adjourn | CEC Chair |