

Example 3:

Letter Explaining Program or Issue

Committee Member's Duties

TO: (Type in names of each committee member.)

As a recent appointee to the (name) Committee in the (name) County Extension Council, this letter will explain your duties as a member.

KNOW OTHER MEMBERS

Since you will be working as a group, get to know each member. Enclosed is a list of all members, addresses, e-mail addresses, and telephone numbers.

HELP THE CHAIRPERSON

(Name of Chairperson), chairperson, is in charge of calling meetings when needed and helps prepare the meeting agenda. (Chairperson's name) will contact you about meeting details ahead of time. (He/She) presides at the meetings. I will assist the chairperson in arranging the meeting and reminding you by card, letter, or e-mail about meeting details.

SHARE IDEAS

Please stay in touch with (Chairperson's name) throughout the year to keep up with what needs to be done. Share your ideas! Be sure to record meeting dates on your home calendar and plan to attend.

SHARE IN DOING COMMITTEE'S WORK

You can expect an assignment from time to time – something to do either before, during, or after a meeting. For example, you may be asked to report on a situation in your community, to invite a local resource person to the meeting, be responsible for guiding discussion about a topic, send a thank you note to a resource person, or assist with the activity evaluation.

ATTEND MEETINGS

Attend each meeting and help the group reach program decisions. Be a good listener and team player too. Encourage other members to express their views and suggestions. Help the chairperson keep the discussion focused on the meeting's purpose(s) so everything can be accomplished and the meeting can end on time.

HELP WITH EVENTS

When the committee meets to plan details of a scheduled educational activity (such as a short course or workshop), your help will be needed to perform some of the tasks required. An important responsibility is to tell people in your area and encourage them to attend, and ask them to help you “spread the word.”

REPRESENT OTHER PEOPLE

One or two meetings are needed to plan the year’s educational program. You might talk with some other people in your community prior to the planning meeting(s) to get their ideas for programs. Remember, you represent these people on the committee – keep them informed about what the committee is doing.

I hope this information will help you better understand how you can be an effective committee member. Please feel free to contact me about ways I can help you to carry out your important responsibility in the (Name of) Committee.

Sincerely,

County Extension Agent