



# OSU Extension Harrison County Advisory Committee Organizational Guidelines

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## OHIO STATE UNIVERSITY EXTENSION HARRISON COUNTY ADVISORY COMMITTEE ORGANIZATIONAL GUIDELINES

- I. NAME
  - A. The name of this organization shall be OSU Extension Harrison County Advisory Committee.
  
- II. PURPOSE
  - A. The purpose of the advisory committee is to help Extension professionals and Extension administration:
    1. Assess needs.
    2. Evaluate the overall Extension program.
    3. Publicize program effectiveness.
  - B. The OSU Extension Harrison County Advisory Committee serves in an advisory capacity only, has no legal powers to put recommendations into action, and assumes no liability from actions taken by OSU Extension. Its effectiveness and influence is the counsel it provides, rather than through legal authority.
  
- III. MEMBERSHIP
  - A. The membership of this committee shall consist of not less than 15 members who are a reflection of the community and a diverse representation of present and potential areas of program emphasis.
    1. Each of the program areas shall have one designated member on the committee.
    2. Additional advisory committee members shall be key opinion leaders from the broader community.

- B. Terms of committee members shall be three (3) years. Each member of the committee may serve two (2) complete terms in succession. After completing two (2) full terms, the member must wait a least one (1) year before re-appointment.
- C. Each new committee member is required to participate in an orientation to Extension and advisory committee responsibilities.
- D. Attendance is important to committee membership.
- E. The Advisory Committee has the option to fill vacancies as they occur or wait until the next nominating cycle.
- F. A quorum shall consist of five voting members present.

#### IV. RESPONSIBILITIES

- A. Advisory Committee members assist Extension with overall program determination.
  - 1. Specific responsibilities will follow State guidelines but may be modified at the local level with the consent of the committee and extension personnel.
  - 2. A copy of the responsibilities will be provided each new committee member.
- B. OSU Extension personnel have a responsibility to educate, understand, and support the Advisory Committee members in their work with Extension.
  - 1. Specific responsibilities will follow State guidelines but may be modified at the local level with the consent of the committee and extension personnel.
  - 2. A copy of the responsibilities will be provided each new committee member.

#### V. ORGANIZATION

- A. The Advisory Committee shall schedule quarterly meetings.
  - 1. Calendar to be established by the Officers.
  - 2. At least one meeting shall be held before developing the county plan of work (POW).
  - 3. Special meetings may be called by the president or by four members of the committee. Committee members must receive notification of a special meeting at least 24 hours prior to the meeting.
- B. The officers shall consist of chairperson, vice chairperson and secretary. Officer shall serve a single two (2) year term.
- C. The nominating committee:
  - 1. Shall be appointed by the Officers.
  - 2. The vice chairman of the Advisory Committee shall serve as the chair of the nominating committee.
  - 3. Shall recruit potential advisory committee members.

4. Shall present at the last meeting of the year a slate of nominees for election to:
  - a. the advisory committee.
  - b. officers.
- D. Sub-committees may be established as required in order for the committee to carry out its work and may come from outside of advisory committee membership. A copy of the responsibilities will be provided each new committee member.

VI. DIVERSITY STATEMENT

- A. All educational programs and activities conducted by OSU Extension, including the work of this Advisory Committee, are open to all potential clientele and candidates on a non-discriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, handicap or Vietnam Era veteran status.

These guidelines replace any previous bylaws of this committee.

## **RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS OSU EXTENSION HARRISON COUNTY**

Advisory Committee members assist Extension with overall program determination. Responsibilities include:

- Understand Extension and all phases of its educational programs.
- Understand that Extension's programs are based on the needs of local citizens and communities, current research and technical information, statewide needs and priorities, and national initiatives.
- Advise Extension in the development and revision of long-range program plans.
- Advise Extension in selecting phases of the long-range program to emphasize in the annual program.
- Advise Extension in setting priorities among new and existing program areas of emphasis for adults and youth, as well as encouraging interdisciplinary efforts.
- Help Extension put programs into action.
- Review the evaluation results of Extension's educational efforts and provide advice that will help determine changes in program emphasis.
- Help Extension market its mission and vision, purpose, organization, educational programs, operation procedures, and needs.
- Advise Extension in the development of budget requests and help present these requests to appropriate officials.
- Help Extension establish and maintain appropriate offices, equipment, and other facilities.

- Help conduct where appropriate, a program review to determine program priorities for which Extension determines the qualifications for new personnel. Have at least one representative on all interviewing committees for agent positions.
- Support new personnel in the community.
- Provide two-way communication between the advisory committee and program committees.
- Help integrate and coordinate all Extension programs into a single unified Extension program.
- Help build and maintain cooperation and involvement of appropriate agencies, organizations, groups, and individuals with Extension.
- Review local facts, research area census data, public policy, and other information to ensure the mission and vision of Extension and the interests and needs of clientele are represented in Extension programs on a non-discriminatory basis.

## **ORIENTATION OF NEW MEMBERS OSU EXTENSION HARRISON COUNTY ADVISORY COMMITTEE**

All new members of the OSU Extension Harrison County Advisory Committee are required to participate in an orientation prior to the first meeting.

The orientation will consist of:

- A tour of the Extension Offices.
- Introduction to Extension personnel.
- Overview of the purpose and mission of OSU Extension: statewide as well as locally.
- Receipt of an Advisory Committee Notebook. Each notebook will contain:
  - Advisory Committee organizational guidelines.
  - Responsibilities of an Advisory Committee member.
  - Responsibilities of OSU Extension personnel.
  - List of Advisory Committee Members.
  - List of Extension personnel.
  - List of Program Committee members.
  - List and summary of Extension program areas.
  - Operations flow-chart.
  - Current goals of Harrison County OSU Extension.
  - Minutes from previous two meetings.
  - OSU Extension annual report as well as local reports.
- An individual meeting with an officer, agent, or tenured Extension Advisory Committee member.

### Group Orientation

To assist in developing positive group dynamics and understanding, all members will participate in orientation by way of self-introduction at each meeting of the Advisory Committee. This introduction should include not only the member's name but also his/her area of interest in relationship to Extension.

### Initiation of Orientation Process

Harrison County OSU Extension personnel are responsible for the orientation of Advisory Committee members as noted in the outline of Responsibilities of Extension Personnel.

## **RESPONSIBILITIES OF EXTENSION PERSONNEL OSU EXTENSION HARRISON COUNTY ADVISORY COMMITTEE**

OSU Extension personnel have a responsibility to educate, understand, and support the Advisory Committee members in their work with extension. Specific responsibilities include:

- Understand the structure and function of Extension and the policies of the organization.
- Help educate each individual on the advisory committee in understanding the purpose of the committee, how the group functions, and the role of committee members.
- Provide data to identify the issues of the local area as indicated by research findings and the economic, social, and cultural situations.
- Help the Chair of the advisory committee develop all meeting agendas
- Report results of educational efforts.
- Give leadership to ad hoc committees to develop action programs as recommended by the advisory committee.
- Provide a written summary of each meeting to each advisory committee member.

Adopted Feb 22, 2005