

General Organizational Maintenance and Membership

County Council	University of Arkansas Cooperative Extension Service County Agent
Be knowledgeable of county, district, and state goals, organizational policies, and educational programs of AEHC.	Be knowledgeable of county, district, and state goals, organizational policies, and educational programs of AEHC.
Conduct functions and business of the association such as: <ul style="list-style-type: none"> • Call the council meetings. • Arrange the facilities, prepare agendas, conduct meetings, prepare minutes, appoint committees. • Collect dues and maintain appropriate financial accounts. • Elect officers. • Arrange for sponsored activities. • Submit AEHC and other reports as necessary. 	Serve as advisor and consultant to County Council and assist it in functioning in a democratic manner; help officers understand responsibilities. Communicate to the County Council what resources and service are available from the County Cooperative Extension Service.
Maintain working files of county records in possession of current officers to include: <ul style="list-style-type: none"> • Secretarial minutes • Financial records (last 6 years) • Constitution and bylaws • Membership files • Historical material • Program information • Officer handbooks 	Maintain in Cooperative Extension Office permanent and working files of important papers such as affirmative action information, County Council members, constitution and bylaws, handbooks, and other historical materials.
Pay printing and postage costs for Council Business that does not comply with Extension mailing regulations.	Assist Council with material duplication as appropriate.
Assume leadership in development of countywide activities for membership and other interested individuals. Financially support resource persons' leader training, president/officers' participation in district- and state- level events	Provide guidance to Council leaders planning and conducting county-wide projects and events.
Recruit new members, assist in organizing new clubs, and help maintain established clubs.	Work with appropriate officer and membership chair to form new clubs and help maintain established clubs.

Leadership and Public Policy

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Outgoing officers conduct training for newly elected officers and education program area chairs.	Assist with teaching leadership skills and counseling individuals.
Encourage members to seek leadership positions based on interest.	Assist in the motivation of members who may be potential organizational and educational leaders.
Encourage County Council/Club members to participate in meetings at all organizational levels and share information with Cooperative Extension Agent, membership, and others. Utilize AEHC state officers and committee members as resource persons for leadership development and information sharing in the county.	Support County Council in encouraging people to participate in meetings at all levels.
Encourage members to participate and take leadership roles in public policy decision making. Arrange for recognition of the achievements of leaders and members.	Serve as resource for public policy education.

Program Planning and Development

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Identify and communicate education program needs and concerns to the County Extension Council.	Assist with county-wide educational program planning committee in identifying needs.
Assume responsibility for planning, implementing, and evaluating programs. Be responsible for completing all report forms as requested by AEHC.	Collaborate with appropriate leaders in the Council to provide an educational program consistent with priorities and research-based information.
Assume the county training responsibility for AEHC statewide education program.	Identify educational resources relevant to AEHC educational programs.
Develop, assist, and/or teach educational program(s) to meet county needs/concerns, under the direction of the FCS agent.	Advise County Council in its program planning and implementation, and provide training for volunteer teachers in subject matter.

Communications

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Establish and maintain communication network within the council.	Explain how the club's program is a part of overall county Extension program.
Establish and maintain communication between AEHC and the County Council.	Communicate with the state AEHC advisor about matters relating to the Council.
Interpret current AEHC policies and guidelines.	Interpret current policies and operational guideline of ACES Extension family and consumer sciences program.
Interpret and explain IRS, affirmative action, and other state and federal government requirements to membership.	Interpret and explain IRS, affirmative action, and other state and federal requirements to Council.
Publicize the Council's programs and activities, and the involvement of leader and member, to media and to interested persons.	Assist Council in working with mass media for publicity purposes.
Communicate AEHC state and county program results to significant policy and decision makers on local, state, and federal levels as well as to all club members.	Communicate County Council program results to significant policy and decision makers on the local, state, and federal levels as well as within the Cooperative Extension Service.

Summary

These guidelines were reviewed and supported by both the AEHC Board of Directors and Cooperative Extension Service, University of Arkansas Administration. They should be reviewed periodically and updated to meet the needs of both organizations.

<i>Signature on File "</i> President AEHC	Date
<i>Signature on File</i> Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas Cooperative Extension Service	Date
Associate Vice President for Agriculture – Extension University of Arkansas Cooperative Extension Service	
<i>Signature on File</i> Assistant Director -Family and Consumer Sciences University of Arkansas Cooperative Extension Service	Date