

## Agriculture and Extension Education Committees

1. Keep informed of purposes of UW-Extension and encourage understanding and cooperation between County Board members and Extension faculty and staff.
2. Develop an understanding of the provisions of both state and federal legislation pertaining to the Cooperative Extension System.
3. Maintain competent faculty and staff by providing professional development opportunities as appropriate.
4. Provide suitable office space, secretarial support, equipment and utilities.
5. Assist faculty and staff in identifying major problems by informing them of needs and interests of county people and encourage county faculty and staff to program toward the solution of those problems.
6. Monitor Extension Office programs and budget by holding regular meetings with faculty and staff.
7. Understand the duties of each agent and other Extension professionals and keep informed as to the month-to-month progress they are making toward achieving the goals of the county Extension program. Make appropriate suggestions for improvement.
- \*8. Participate in the performance review process as determined by county faculty and staff through their Self-Initiated Performance Reviews.
9. Assist faculty and staff in building realistic budget and support budget request to County Board.
10. Consult with District Extension Director on matters concerning Extension personnel and programs.
11. Work closely with the District Extension Director and County Extension Department Head in the joint employment of Extension faculty and staff in accordance with State Statute 59.56.
- \*12. In cooperation with Cooperative Extension, appoint a County Extension Department Head on an annual basis.
13. Represent the interest and welfare of the County Cooperative Extension Office at appropriate Committee and County Board deliberations.
14. Provide County representation at District and State meetings of County Extension Committees such as the Wisconsin Associated County Extension Committees, Inc. (WACEC).

*\* The process noted here should be viewed as a general guide that can be changed to meet specific county circumstances and/or needs.*