

ROLES AND RESPONSIBILITIES for FY07

County Department Head Responsibilities:

Name: _____ FTE Cost-shared: _____
(Calculated by database)

Time period: _____ through _____ WNEP Unit: _____
(Month/Day/Year) (Month/Day/Year)

I certify that I have read and understand the roles and responsibilities in support of WNEP listed below.

Signed: _____ Date: _____
County Department Head

Specific tasks may be added to or deleted from the list below, as appropriate for a specific county:

- Represent WNEP to local stakeholders & officials, the general public, and other county departments
- Assist in personnel matters (sick leave, monitoring performance, help settle differences, etc.)
- Act as advocate and spokesperson for WNEP with other groups and agency contacts in the county; help the WNEP coordinator develop relationships and networks
- Support the WNEP coordinator
- Coordinate sharing of resources, responsibilities and information in the Extension office to the benefit of all colleagues and program areas, including WNEP
- Embrace and communicate WNEP contributions and accomplishments internally to colleagues and stakeholders
- Work to include WNEP as part of total UW-Extension program delivered to county residents
- Work with county coordinator to develop and document cost share contributions from the county; approve and sign required forms and documents related to WNEP cost share and expenditures
- Participate in or conduct (if “home county” for WNEP coordinator of multi-county project) performance reviews for WNEP coordinator.
-

Please return this signed form to the WNEP Fiscal office (432 N. Lake St, Madison, WI 53706)

Thank you.



ROLES AND RESPONSIBILITIES for FY07

Family Living Agent/Educator Responsibilities:

Name: _____ FTE Cost-shared: _____

Time period: _____ through _____ WNEP Unit: _____
(Month/Day/Year) (Month/Day/Year)

I certify that I have read and understand the roles and responsibilities in support of WNEP listed below.

Signed: _____ Date: _____
FL Agent/Educator

Specific tasks may be added to or deleted from the list below, as appropriate for a specific county:

- Provide ongoing information to the county WNEP Coordinator about county agencies, collaborations and programming efforts and opportunities that may impact WNEP.
- Work cooperatively with the county WNEP coordinator (and nutrition educators) to develop a strong, integrated Family Living Program in the county
- Participate, as requested by District Director, in the hiring of the county-based program coordinator
-

Please return this signed form to the WNEP Fiscal office (432 N. Lake St, Madison, WI 53706)

Thank you.

ROLES AND RESPONSIBILITIES for FY07

Agriculture/Horticulture Agent/Educator Responsibilities:

Name: _____ FTE Cost-shared: _____

Time period: _____ through _____ WNEP Unit: _____
(Month/Day/Year) (Month/Day/Year)

I certify that I have read and understand the roles and responsibilities in support of WNEP listed below.

Signed: _____ Date: _____
County Agent

Specific tasks may be added to or deleted from the list below, as appropriate for a specific county:

- Act as advocate for WNEP and its programming efforts in various county settings, meetings and organizations
- Provide ongoing information to the county WNEP Coordinator about county agencies, collaborations and programming efforts and opportunities that may impact WNEP.
- Work cooperatively with the county WNEP coordinator (and nutrition educators) to develop a strong, integrated Cooperative Extension program in the county
-

Please return this signed form to the WNEP Fiscal office (432 N. Lake St, Madison, WI 53706)

Thank you.

Wisconsin Nutrition Education Program

ROLES AND RESPONSIBILITIES for FY07

Community/Natural Resources Agent/Educator Responsibilities:

Name: _____ FTE Cost-shared: _____

Time period: _____ through _____ WNEP Unit: _____
(Month/Day/Year) (Month/Day/Year)

I certify that I have read and understand the roles and responsibilities in support of WNEP listed below.

Signed: _____ Date: _____
County Agent

Specific tasks may be added to or deleted from the list below, as appropriate for a specific county:

- Act as advocate for WNEP and its programming efforts in various county settings, meetings and organizations
- Provide ongoing information to the county WNEP Coordinator about county agencies, collaborations and programming efforts and opportunities that may impact WNEP.
- Work cooperatively with the county WNEP coordinator (and nutrition educators) to develop a strong, integrated Cooperative Extension program in the county
-

Please return this signed form to the WNEP Fiscal office (432 N. Lake St, Madison, WI 53706)

Thankyou.



ROLES AND RESPONSIBILITIES for FY07

4-H/Youth Development Agent/Educator Responsibilities:

Name: _____ FTE Cost-shared: _____

Time period: _____ through _____ WNEP Unit: _____
(Month/Day/Year) (Month/Day/Year)

I certify that I have read and understand the roles and responsibilities in support of WNEP listed below.

Signed: _____ Date: _____
County Agent

Specific tasks may be added to or deleted from the list below, as appropriate for a specific county:

- Act as advocate for WNEP and its programming efforts in various county settings, meetings and organizations
- Provide ongoing information to the county WNEP Coordinator about county agencies, collaborations and programming efforts and opportunities that may impact WNEP.
- Work cooperatively with the county WNEP coordinator (and nutrition educators) to develop a strong, integrated Cooperative Extension program in the county
-

Please return this signed form to the WNEP Fiscal office (432 N. Lake St, Madison, WI 53706)

Thankyou.