

# MU Extension County Council Members Position Description & Code of Conduct

## MU Extension County Council Members Position Description

**Responsibilities:** MU Extension County Council Members are elected or appointed to represent the broad educational needs and backgrounds of people residing in the county. County Council Members are the local link between county residents, the University of Missouri, and MU Extension. State statutes (*Sections 262.550 to 262.620*) set forth the primary responsibilities of County Extension Council Members as follows:

1. Assist in the planning and delivery of extension education in the county and in making recommendations to the University, as they deem necessary.
2. Make recommendations to the University regarding the appointment or removal of University-employed personnel assigned to the county.
3. Arrange for and administer the county's share of the cost of the extension services, which the council has jurisdiction over.
4. Receive, hold and/or sell real (and personal) property that is reasonably required for the Extension program.

**Accountability:** MU Extension County Council Members are accountable to county residents.

**Term of Office:** MU Extension County Council Members serve two-year terms. Individuals may serve two consecutive terms. (4 years)

### **Qualifications and Requirements:**

1. Be a citizen of voting age;
2. Have an interest in the well-being of county residents;
3. Show willingness to participate in planning educational programs for county residents;
4. Have knowledge of county residents and communities;
5. Agree to attend MU Extension Council meetings; and
6. Participate on committees that further extension education in the county.

## Code of Conduct for County Council Members

1. **I will** abide by the laws, rules, and regulations for the MU Extension Councils and follow the principles framed for members of a governing body. I understand that the process of 'majority rules' is applicable, and that if I have questions or comments they will be brought before the entire board. Honoring the traditions of being a statesman I agree to: "represent others collectively for the best interest of the citizens I serve".
2. **I will** conduct myself with integrity, fidelity, and honesty. I will openly take responsibility for my actions, and only make agreements, which I intend to keep under the power of the council in which they have given me authority to do so.

3. **I will** not intentionally engage in, or participate in, any form of malicious harm to another person or based on the decisions of the council. Working to promote unity without over-stepping my role and to act quickly to report any threats to the safety and well-being of others.
4. **I will** remain curious, objective, and open-minded to other people's ideas, choices, and beliefs. Honoring diversity and working to create, maintain, and uphold a safe environment in the work place and meetings.
5. **I will** practice thoughtful self-control when responding to others.
6. **I will** continue to learn, observe, read, connect, listen, and search for knowledge. I will proactively participate, and openly communicate, such gained knowledge with others in a kind manner of "I just learned \_\_\_\_\_, what are your thoughts on the matter?"
7. **In my work relationships**, I will adhere to all of the above, while maintaining professionalism in the face of adversity or hostility.
8. **In my personal relationships**, I will adhere to all of the above, to promote MU Extension in my circle of influence. Sharing with them the programs and resources for life-long learning.
9. **I will** practice MU Extension's anti-discrimination policy by not discriminating on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status.
10. **I understand** MU Extension's non-discrimination policies may apply to instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit a person's ability to participate in or benefit from the University's educational programs, activities or employment.
11. **I agree** if I become aware of sex discrimination, as defined in the MU policy (including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation) involving a student, employee, volunteer or visitor of University of Missouri Extension to report the information to the Mizzou Title IX Coordinator via phone, (573)882-3880 or report via an online form found at the Mizzou Title IX website at: <http://title9.missouri.edu>, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the University.