



# COUNCIL LEADERSHIP

21<sup>st</sup> Century Programs, Governance & Membership

## Orientation for New Council Members

### *Trainer Notes and Council Activity*

Education that meets the high-priority needs of local residents is the foundation of extension, and county extension councils play a vital role in meeting these educational priorities. County extension councils are statutorily created to work with the University of Missouri in carrying out the local extension program (*Sections 262:550 to 262:620, Revised Statutes of Missouri*). This module will assist new council members in understanding:

- Their role as a county extension council member
- The county extension's relationship with the University.

### Tips for Facilitating

The following tips can assist trainers and new council members in getting the most out of the “*Orientation for New Council Members*” training module:

1. Determine who will be the presenter(s) (council member, specialist, county program director).
2. Review “*Orientation for New Council Members*” handout and included resources, council activity, additional resources and PowerPoint presentation with speaker notes. **Note:** *The PowerPoint presentation includes places for local information.*
3. Prepare materials needed for council activity.
4. Schedule a time for new council member orientation using the “*Orientation for New Council Members*” module, and involve the Regional Council Leadership Team as needed.

## Council Orientation Activity

**Preparation time:** 1 hour or less

**Presentation time:** 45 minutes

**What is needed?** (*Note: Online resources may be used if Internet access is available.*)

- “*Orientation for New Council Members*” PowerPoint presentation with local information added
- Computer, projector and screen
- Copies of “*Orientation for New Council Members*” handout for participants and “*Additional Resources*”

- Newsprint, markers, easel and masking tape
- Ice-breaker activity
- Copies of:
  - Council bylaws
  - County extension center webpage
  - Missouri County Extension Council webpage (<http://extension.missouri.edu/extcouncil>)

## At the Meeting

### 1. **Begin with an ice-breaker activity.** (10 minutes)

Research and experience show that groups work together better if members have time to get to know one another and build trust. An ice-breaker or warm-up activity can help council members learn about their colleagues and gain confidence in their role.

### 2. **Present the “Orientation for New Council Members” training module.** (10 minutes)

Deliver PowerPoint presentation with speaker notes.

### 3. **Distribute and review module materials.** (20 minutes)

Discuss how your county council is organized and works with local extension specialists serving the county.

### 4. **Lead activity.** (20 minutes)

- 1) Ask participants to complete the following statements:

***I joined the extension council because ...***

***During my term as a council member, I hope to accomplish ...***

- 2) Write responses on newsprint and review responses.
- 3) Ask participants to identify commonalities and discuss how those commonalities can benefit the people they represent.

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