MU Extension Way

County Council Suggested Monthly Agenda Items

Monthly Tasks

- **County Council agenda and minutes** mailed to council members and posted one (1) week prior to council meetings. Agenda should be signed jointly by Council Chair and CPD (Please email to RO)

- **Monthly Requisition** (Warrant) to County Commission http://extension.missouri.edu/acctmanual/reports.shtml and click county commission signature.

- Complete **EOM Checklist** and file with council records (Council Chair and CPD to sign) http://outreach.missouri.edu/acctmanual/checklists.shtml

- Focus on **programming** during agenda—invite faculty to give program updates, learn about a particular program, invite a program participant to share about a program, etc. The Extension WEBAPPS database is a resource for CPDs and specialists to generate reports and includes program descriptions as well as a host of reports that can be localized so councils can learn about programs the citizens are participating in and how they are using the information.

- **Council Development** – Review Council Training Modules and include as appropriate: http://extension.missouri.edu/extcouncil/training/index.html

- **Correspondence or Committee Reports**

  - **Regional Council** *generally* meets the 3rd Thursday of February, May, August and November at 7:30 p.m. Regional office in St. Joseph and Princeton High School (ITV connection). Current meeting dates, minutes and agendas are posted at http://extension.missouri.edu/nwregion/Councils/council.shtml.

Council Development Training Modules

Training and information to support the primary functions of county extension councils:

- Educational Program Development and Implementation
- Governance
- Membership

All modules found at http://extension.missouri.edu/extcouncil/training/index.html or http://extension.missouri.edu/extcouncil/index.html

Each module now has a one page summary overview. This will allow any council time to cover a topic.

1. New Member Orientation Manual (2/2003) —An introduction to serving on county extension councils and to University of Missouri Extension's mission and organization.
2. Be an Effective County Council Member (10/2014)—An overview of the characteristics and skills required to meet the statutory responsibilities of serving on the County Extension Council.
3. Recruiting Candidates for Effective County Councils (10/2014)—A how-to guide on meeting statutory obligations and developing a diverse, representative county extension council.
4. Mastering the Nuts and Bolts of Council Elections (10/2014)—A comprehensive summary of conducting annual election in accordance with state statutes and providing opportunity for participation.

Extension
University of Missouri
an equal opportunity/ADA institution

5. Understanding County Budgets and Fiscal Reports (10/2014)—An outline of state statutes governing the county extension council's fiscal obligations, as well as fiscal management and reporting requirements.
6. Program Development—Three modules exploring how the council participates in setting priorities, program implementation, and evaluating programs and reporting outcomes. (7/2014)
7. Stakeholder Relations—Information for councils communicating with stakeholders. Other resource for faculty and staff at http://extension.missouri.edu/staff/stakeholders/index.html.
8. Extension Council Youth Leadership Training and Resources—Provides seven topics to help county councils add youths (14 to 17 year) to their councils. For more information, contact Mark Stewart (StewartM@missouri.edu). A kit is available at Regional Office.

Tools and Resources for Councils

- **Council HR Resources**—Provides resources for councils related to human resources. Resources include county secretary job description sample and advertising and hiring tools. There are other employer related resources on this page.
  http://extension.missouri.edu/extcouncil/ccouncil_hr_resources.html
- **Revised Statutes of Missouri—Sections 262:550 to 262:620: County Extension Programs**
  http://extension.missouri.edu/extcouncil/resources/statutes.pdf
- **Open Meetings Law:**
  http://extension.missouri.edu/extcouncil/resources/sunshine_law_summary.pdf
- **Director of Off-Campus Operations,** Mark Stewart, 573-882-4344 or StewartM@missouri.edu.

January/February County Council Agenda

Please check for the process and timeline for the Annual program review. This will help with local program planning and funding to support county programming.

Hold Council Elections—10 elected members required

Election Committee

1. Notify organizations having appointed council members of any vacancy or expired term to obtain name of their representative (Required pursuant to RSMo. 262.583)
2. Insure election conducted by state law. (Required pursuant to RSMo. 262.567 – 262.583)
3. Count ballots and determine election results. (Required pursuant to RSMo. 262.583)
4. Notify candidates of the outcome and Publish results in newspaper

Officer Nominating Committee

If not already established, a nominating committee for council officers is designated. (This varies by county; in some counties, the Election Committee serves as the nominating committee; in others the chair appoints a committee.)

Budget Committee

Meets with county commissions and presents budget by January 15th or date as designated by county commission for the specific class of county—could be anytime between September to January. Reports on progress to council (In all but first class counties). Reports on budget received and any adjustments necessary.

Other Tasks

- Planning for Legislative Day Participation - Spring annually (Feb-25-2015)
- Complete Personnel Evaluation forms if not already completed (clerical annually at this time, on anniversary date, or as needed)
- Attend county budget hearing regarding appropriations.
- Review, Sign, and Date Annual Bookkeeping Checklist
- Schedule 4-H Financial Report to Council with youth staff.

February/March

Annual Council Meeting

Election of Officers and Regional Council Representatives

Orientation of Newly Elected Council Members
http://outreach.missouri.edu/extcouncil/orientation/index.html

- Certify the election
- Finalize the budget (if revisions need to be made based on county appropriations)
- New and outgoing council members attend the Annual Meeting.
- Recognize retiring members
  - Provide Exit Survey information to retiring council members-- http://extension.missouri.edu/extcouncil/
  - Brochures on advanced council leadership available through extension publications--marketing
- Welcome new members and present council folders. (See orientation module)
  - Orientation on Extension philosophy and history, council role and responsibilities.
  - See the New Council Orientation module at (good overview and includes a PowerPoint) http://outreach.missouri.edu/extcouncil/orientation/index.html
  - Nominating committee presents slate of officers
- Elect and swear in officers for coming year.
  - New Officers take Oath of Office within 5 Days of Election *(See statutes)
    - ♦ Treasurer Bond within 10 Days of Election *(See statutes)
  - Elect regional council representative
- Council selects meeting times, dates and locations for the year. http://extension.missouri.edu/extcouncil/umcaforms/UMca%20C205.doc
- Council identifies annual committees (optional) and appoints members. Committees may include: finance/budget, marketing, council elections, personnel, policy and working rules, recognition, program advisory committees, i.e., Ag, youth, business, etc.

Other Tasks

- State Fair Family Committee appointed to recommend family at March or April Council meeting. (Due early May)
  - Some councils delegate this to a standing committee or do it without a committee.
- Schedule council books for reviewed and/or audit—DUE to RO NO LATER THAN June 1 Annually. See Guidelines at http://extension.missouri.edu/acctmanual/audit/audit.html

Miscellaneous Tasks

- Nominate secretary for Annual Clerical Awards at council meeting: http://extension.missouri.edu/staff/awards/clerical.html
- New council member orientation: http://extension.missouri.edu/extcouncil/orientation/index.html
- Review, Sign, and Date Monthly Bookkeeping Checklist

April County Council Agenda Items

- Council Development—suggested module "Be an Effective County Council Member"
- Check for updated council training modules at http://extension.missouri.edu/extcouncil/training/index.html
- Audit Report Review by Committee
- Final selection of State Fair Family (Due May 1)
- Review, Sign, and Date Monthly Bookkeeping Checklist
- Encourage council members to participate in Council to Campus event (June)

May County Council Agenda Items

- Council Development—suggested modules "Programming Priorities, Impact or Evaluation or Stakeholder Relations"
- Check for updated council training modules at http://extension.missouri.edu/extcouncil/training/index.html
- Audit Report if not done in April
- Annual Awards Nominations
- Review, Sign, and Date Monthly Bookkeeping Checklist
- Sign up members to attend the Council to Campus event, generally third week in June (Jun-19-20-2014)

June/July County Council Agenda Items

- Council Development—suggested module "Programming Priorities, Impact or Evaluation"
- Check for updated council training modules at http://extension.missouri.edu/extcouncil/training/index.html
- Budget committee begins work for next year's budget (Buchanan County only)
- Review, Sign, and Date Monthly Bookkeeping Checklist

Miscellaneous Tasks

- Nominate specialists for Missouri Farm Bureau Federation Outstanding Specialist Awards: http://extension.missouri.edu/staff/awards/farmburea.html (generally due in August)

August County Council Agenda Items

■ Council Development—suggested module "Recruiting Effective Council Members"

■ Check for updated council training modules at
http://extension.missouri.edu/extcouncil/training/index.html

■ Budget committee final recommendation to council (first class counties)

■ Council approves next year's budget request. (Buchanan County only)

■ Review, Sign, and Date Monthly Bookkeeping Checklist

September County Council Agenda Items

■ Council Development—suggested module "Recruiting Effective Council Members or Nuts and Bolts of Council Elections"

■ Check for updated council training modules at
http://extension.missouri.edu/extcouncil/training/index.html

■ Budget committee begins work for next year's budget (refer to council development module on Understanding Budgets and Financial Reports)

■ Budget submitted to County Auditor (Buchanan County only)

■ Affirmative Action review

■ Review, Sign, and Date Monthly Bookkeeping Checklist

■ Counties with YPAs, review MOU's and sign salary agreements (coincides with anniversary date of employee or fall)

October County Council Agenda Items

■ Council Development—suggested module "Recruiting Effective Council Members or Nuts and Bolts of Council Elections or Stakeholder Relations"

■ Check for updated council training modules at
http://extension.missouri.edu/extcouncil/training/index.html

■ Budget committee reports next year's recommended budget to council.

■ Election committee begins work on upcoming election.

• Potential candidates identified and arrangements made for council members to contact them.

■ Review, Sign, and Date Monthly Bookkeeping Checklist

November County Council Agenda Items

■ Council Development—suggested module: Recruiting Candidates for Effective County Councils and the Nuts and Bolts of Council Elections http://extension.missouri.edu/extcouncil/orientation/index.html

■ Budget committee final recommendation to council. Council approves for next year's budget request

■ Election committee submits names of nominees to Council.

■ Election committee reviews timeline and determines when to publish legal about election and preparing ballots for distribution (may be done at the December meeting or at a special meeting).

■ Review, Sign, and Date Monthly Bookkeeping Checklist

December County Council Agenda Items

■ Council Development—suggested module--Nuts and Bolts of Council Elections or Understanding budgets and fiscal reports."

- Check for updated council training modules at
  http://extension.missouri.edu/extcouncil/training/index.html

Election Committee

1. Reports of election progress
2. Arranges for publishing of required legal notice for council election
3. Arranges for the preparation of ballots for distribution

Budget committee

1. Meets with county commissioners to obtain budget form from County Clerk and obtains date budget is to be presented to commissioners
2. Present proposed budget to council for approval.
3. Arrange to present the proposed budget to the county commissioners (some counties invite commissioners to a council meeting, a committee meeting, or to a commissioners meeting.)

Annual Report Preparation

- CPD/County Secretary receives program impact information from specialists working in the county and begins preparation of County council annual report:
  http://extension.missouri.edu/extcouncil/annreport.html
- Council Chair or Secretary prepares letter for inclusion in annual report
- Review, Sign, and Date Monthly Bookkeeping Checklist