



UNIVERSITY OF ILLINOIS EXTENSION

College of Agricultural, Consumer and Environmental Sciences

Extension Advisory Council Role Description

TITLE: University of Illinois Extension Advisory Council Volunteer

PURPOSE: To provide advisory input for the operation of the University of Illinois Extension Lake County

RESPONSIBILITIES:

Serve in an advisory capacity to the University of IL Extension Lake County

Attend and actively participate in bi-monthly Extension Council meetings and other special meetings when called

Serve as a member of at least one the following committees:

Youth Development/4-H – Expansion & Review
Marketing & Public Relations
Volunteer & Nominating Committee
Extension Foundation

Assist with community needs assessment and priorities to determine Lake County programs with relationship to available resources

Advise Extension about program observations in relation to community needs

Understand the philosophy and purpose of Extension programs in Lake County

Be an advocate by supporting and promoting University of IL Extension Lake County programs and services

Promote Extension in the community by communicating with elected officials, community leaders or agency staff

Understand fiscal procedures and assist with resource development efforts to assure adequate funding exists for support of Extension programs and services

Represent community needs and concerns to Extension and to ensure out reach meets equal program access guidelines

Sustain council membership by sharing the responsibility of recruiting members who reflect diversity in age, ethnicity, occupation, residency, interests and experiences

Participate in or observe two Extension educational activities per year

TIME COMMITMENT:

Two year appointment beginning 9/1/09-8/31/11 with a potential reappointment after two years

Bimonthly Council Meetings - All meetings will have a light supper available at 5:30 pm. Business meeting will begin at 6:00 pm.

Monthly Committee Meetings – at the discretion of the committee members

RESOURCES: University of IL Extension Staff
Guide to Extension Councils

REPORT TO: James E. Reaves, Lake County Extension Director

EXTENSION MISSION:

University of Illinois Extension provides educational programs and unbiased research-based information to help Illinois residents improve their quality of life develop skills and solve problems, by "helping you put knowledge to work."