

WELD COUNTY EXTENSION ADVISORY COUNCIL

STANDARD OPERATING PROCEDURES

PURPOSE

These Standard Operating Procedures (SOP) have been developed to assist new and continuing members of the Weld County Advisory Council obtain and maintain a clear understanding of the objectives and obligations of Council, and each of its members.

BY-LAWS

A copy of the current by-laws of the Council is attached as Exhibit 1. These By-laws outline the overall objectives of the Council and its structure to accomplish those objectives. The content of the SOP is intended to augment the By-laws, not supercede them. In the event of a conflict, the By-laws will be considered superior to the SOP.

MEETINGS

The Council generally meets at least ten (10) times per year. The meeting calendar is set at the annual meeting held the last Friday of January of each year. A typical schedule is:

- January – Annual business meeting, held last Friday of the month.
- February – Business meeting.
- March – Business meeting.
- April – Business meeting.
- May – Business meeting
- June – No meeting.
- July – Business meeting.
- August – No meeting.
- September – Business meeting.
- October – Annual meeting with other Extension Advisory Groups, councils, community groups and others as designated by the Council.
- November – Business meeting.
- December – Business meeting.

Monthly business meetings are typically held at the Extension office at the Island Grove facility in Greeley, Colorado. These meetings are scheduled to begin at 12:00 noon in a working lunch format. Box lunches are available at a nominal cost to the members. Every attempt is made to conclude this meeting by 1:00 pm; however, they can extend 15 to 30 additional minutes in order to meet the fluctuating agenda.

The meetings are presided over by the Chairman, or the Chairman Elect in his/her absence. The setting of the agenda is the responsibility of the presiding officer, in consultation with the Extension Director.

A typical meeting agenda will include a Director's Report containing a review of recent or upcoming events and any area of concern or request for guidance by the Council, program update(s) by Extension Agents on a focused, rotational basis, projects undertaken by the Council, concerns of the Weld County Commissioners or Colorado State University, and other items identified by the presiding officer.

EXTENSION SERVICE ORGANIZATION

The Cooperative Extension System (CES) is a national model that has been in place over 80 years. The CES demonstrates the cooperation, collaboration, and partnering among/between local community resources. The focus-of-control for community access to information and education is based on shared leadership, resources, and capabilities within the community, with the expected outcome capacity building within the community to improve quality of life. This model represents a publicly funded, non-formal, lifelong educational system designed as a partnership between the U.S. Department of Agriculture (USDA) and the Land-Grant Universities, authorized by the Federal Morrill Acts of 1862 and 1890. State legislation enabled local governments or organized groups in the nation's counties to become the third legal partner in this endeavor.

The partners in CES are interdependent, yet each has considerable autonomy in funding, staffing, and programming. Each component partner performs distinctive functions essential to operation of the total system described as follows:

- Cooperative State Research, Education, & Extension Service: represents the Federal partnership and provides national leadership in arriving at national objectives and priorities in addition to performing administrative, coordination, and accountability functions.
- State Land-Grant Universities: serve as the coordinators of Cooperative Extension in all states working with both the Federal and local partners; state institutions have responsibility for initiation, implementation, and evaluation of programs and for cooperation with the Federal partner in national program development. They are also responsible for securing adequate state and county funding and developing budgets for the expenditure of funds received from all partners.
- Local Partner: ensures that Cooperative Extension remains relevant to local needs and that the priorities set are those that, in fact, best serve the people; serve as the link to the university system from the local level in meeting outreach mission of the Land-Grant community.
- Private Sector Partners: fully as important are less formal relationships including its volunteers and private funding sources (national foundations, corporations, and individuals).

- Research Partner: Extension educational programs are in large part research-based, including production and applied research.

The System is characterized by two-way communication between those who work for Extension and those who utilize the system, thus ensuring researchers and educators of an early awareness from the local community of problems and issues of concern. In addition, this 'grass roots' approach provides direction for research and education efforts and speeds the application of research-born information and discovery.

The Mission is to enable people to improve their lives and communities through learning partnerships. As a community-based/"grass roots" model, the values of the organization are central to the support of the Mission and Vision of the system, including:

- a) Collaboration--optimize resources and enhance program outcomes through partnerships with others outside CES;
- b) Credibility--build on individual competence, excellence, integrity, and objectivity;
- c) Democracy--believe that people, when given facts they understand, will act not only in their self-interest but also in the interest of society;
- d) Diversity--recognize that all people have dignity and worth; CES draws strength from differences;
- e) Learner-centered, lifelong education--engage and empower learners through the programs offered;
- f) Scholarship--discover, integrate, apply, disseminate, and provide access to knowledge;
- g) Self-reliance--encourage learners to take responsibility for their decisions and actions; and
- h) Teamwork--address complex issues by working in teams of individuals contributing our expertise and ideas to create new and different approaches.

The Vision clearly articulates the recognition of CES as the national lifelong educational network of the Land-grant universities. This network depends on the strong, continuing support of local, state, and federal governments. Expected outcomes of the vision are to:

- a) connect research and knowledge from all parts of the land-grant universities;
- b) provide access to global information in anticipation of and response to emerging issues and critical local needs;
- c) form partnerships;
- d) establish cooperative ventures with private and public institutions and agencies; and
- e) practice scholarship leading to improvement of organization, methods, and outcomes.

The Colorado State/Weld County Cooperative Extension Service is committed to excellence in:

- Providing technical support to agriculture and consumers.
- Taking the lead to help Weld County citizens become healthier, more productive, financially independent and environmentally responsible.
- Educating County residents with timely, accurate, comprehensive information.
- Building coalitions to address issues facing communities, families and youth.

Earning a reputation for integrity and respecting all people

FOCUS AREAS OF EXTENSION

From time to time, the primary areas of focus undertaken by the Extension Service will change to meet the community needs. These are developed in cooperation with CSU, local extension office personnel, advisory councils, and County Commissioners. Input from and attention to the general public and their needs will be paramount.

Today, extension works in six major areas:

- 4-H Youth Development—cultivates important life skills in youth that build character and assist them in making appropriate life and career choices. At-risk youth participate in school retention and enrichment programs. Youth learn science, math, social skills, and much more, through hands-on projects and activities.
- Agriculture—research and educational programs help individuals learn new ways to produce income through alternative enterprises, improved marketing strategies, and management skills and help farmers and ranchers improve productivity through resource management, controlling crop pests, soil testing, livestock production practices, and marketing.
- Leadership Development—trains extension professionals and volunteers to deliver programs in gardening, health and safety, family and consumer issues, and 4-H youth development and serve in leadership roles in the community.
- Natural Resources—teaches landowners and homeowners how to use natural resources wisely and protect the environment with educational programs in water quality, timber management, composting, lawn waste management, and recycling.

- Family and Consumer Sciences—helps families become resilient and healthy by teaching nutrition, food preparation skills, positive child care, family communication, financial management, and health care strategies.
- Community and Economic Development—helps local governments investigate and create viable options for economic and community development, such as improved job creation and retention, small and medium-sized business development, effective and coordinated emergency response, solid waste disposal, tourism development, workforce education, and land use planning.

The membership of the Extension Advisory Board will represent the various areas of focus. In order to add strength and effectiveness to the Board, efforts will be made to maintain at least 2 members with special interest in each of the above focus areas. As positions on the Board become available, special attention will be given to diversify the membership in order to maintain a complete representation of all focus areas.

EXPECTATIONS OF ADVISORY BOARD MEMBERS

- **GENERAL MEMBERSHIP**

Membership will be available to any interested person, within the limitations of the By-Laws and appointment by the Weld County Board of Commissioners. Efforts will be made to maintain diversity within the membership composition of the Board.

Attendance by the members is an important component to maintaining an effective Advisory Board. Upon accepting an appointment to the Board, potential members should be prepared to commit the necessary time and resources to being an active member. Nevertheless, there will be times when schedules demand missing meetings or other functions of the Board. At such times, it is the responsibility of the member to determine what was missed and maintain their effectiveness as a knowledgeable, involved board member.

Terms of membership will effectively commence February 1, following the January annual meeting. Membership will be for a three-year term. No more than two consecutive terms will be allowed.

- **OFFICER POSITIONS**

Chairman – The Chairman is responsible to perform as presiding officer at all Council meetings for which he/she is present. If unable to attend a meeting, the Chairman Elect will preside. In addition, the Chairman will set the proposed

agenda, in consultation with the Extension Director. It is imperative that the Chairman maintains a good working relationship with the Extension Director; to be available to act as counselor on issues concerning Extension activity within Weld County, and to act as liaison to the rest of the Advisory Board and to the Board of County Commissioners. The Chairman will also act as mentor to the Chairman Elect in order to provide for a smooth transition in leadership from year to year within the Advisory Board.

Chairman Elect – The Chairman Elect will be prepared to perform the duties and responsibilities of the Chairman in his/her absence. During meetings, the Chairman Elect will act as recording officer, preparing and maintaining minutes of the proceedings. When acting as Chairman, recording duties will be assigned to another board member or a member of the extension staff. Although able to be changed at the time of the general election, the Chairman Elect will be mentored with the intention of becoming Chairman at the end of his/her year's term as Chairman Elect.

ATTACHMENTS

- Organization Chart – CSU Extension
- Organization Chart – Weld County Extension Office