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EC5592b Let's Discuss the County Council : Purpose of a Home Extension Council

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Nebraska
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS

Extension
Circular
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U. of N. Agr. College and U. S. Dept. of Agr. Cooperating
W. V. Lambert, Director, Lincoln

LET'S DISCUSS THE

The County Council



PURPOSE OF A HOME EXTENSION COUNCIL

Home Extension work has been developed and stimulated in many ways in the past through the efforts of the county home extension council. This growth has been made possible by keeping in mind certain objectives to be reached through working together as a council. As stated in most constitutions the purpose of a county council is as follows:

1. To develop, strengthen and correlate interests which have for their purpose the advancement of the home and community life in _____ county.
2. To develop leadership and initiative among _____ county women.
3. To help formulate and develop the home extension program.
4. To help in an advisory capacity in regard to the home extension program to the county extension agents and to cooperate with the _____ county extension sponsoring organization.

Advances Home and Community Life.

The home extension council can advance home and community life by (1) developing and carrying out programs which meet the needs and interests of the homes and communities of the county and (2) working toward specific goals and activities.

Develops Leadership and Initiative Among Its Members

The home extension council offers one of the best opportunities for developing initiative and leadership. This development in leadership is made possible through council planning and assigning responsibilities to its membership. It is through planning and working together that leadership and initiative is developed.

Helps Formulate and Develop the Home Extension Program as a Part of the County Extension Program.

It is the responsibility of the home extension council to (1) assist in getting information on the needs and interests of the homemakers in the county, and (2) screen this information so as to help set up a home extension program which will best meet the needs and interests of these homemakers. The final step in setting up the home extension program is a discussion with the county extension program planning committee or county extension sponsoring board. This presentation is generally made by the county chairman.

Helps in an Advisory Capacity in Regard to the Home Extension Program to the County Sponsoring Organization and the County Extension Agent.

The county sponsoring organization legally has the joint responsibility for directing the work in the county with the State Extension Service. Their duties include determining programs, selecting personnel, determining budgets and requesting local funds necessary to finance the program.

In planning the county extension program the sponsoring organization may ask for recommendations of individual groups and organizations. The sponsoring organization uses these recommendations in making up the county extension program of work. The members of the home extension council are well aware of the problems of the homemakers of their county. They are also familiar with the details involved in developing the home extension program. For this reason the county sponsoring organization generally depends on the home extension council to help plan and carry out this phase of the county extension program. They may cooperate by including in the council program some phase sponsored by the agricultural or youth program. For example - a health topic such as the eradication of Brucellosis could be included in the county home extension program.

Through regular meetings of the council or its committees, the council advises with the extension agents in carrying on activities related to the program confirmed by the county sponsoring board.

COUNCIL PLANNING IS NECESSARY

The county council needs to make plans for the council year for the same reason that a club needs to plan. These plans are set up for the calendar year and are most useful when put together as a council year book. The plans will include:

1. Specific statements of the goals and activities of the council
2. The county program - demonstrations and special subject matter meetings
3. County wide meetings
4. Committees and county leaders needed to carry out these plans and their duties
5. Tentative plans for the business to be considered at each council meeting
6. Other items included in the year book might be -

- (a) County council officers and members
- (b) State council officers
- (c) Other items such as collect or creed, club meeting dates, birthday or anniversary dates, etc.

Council planning is done by the council officers or the executive committee of the new council. The council will get off to a better start if this planning is completed before the first council meeting of the year so that the new council will be aware of the year's program and can act on the suggestions which are offered.

COUNTY LEADERS AND COMMITTEES ARE NEEDED

County leaders and committees should be appointed only when they are needed to carry out programs and activities set up in the county home extension program. For example, if your county has some definite plans for a health program you will need a county health chairman or county health committee. Likewise, the clubs who plan to cooperate with this phase of the program will need a health leader. This would also apply to reading, and music leaders, and legislative or citizenship chairmen.

County leaders develop in their ability as leaders while carrying out the duties of their office. For this reason council officers (especially county chairmen) are generally in a better position to give their best leadership during their second year in office. Hence a two-year term or a re-election for a second year is generally desirable. In electing these officers a nominating committee is often used. This method of election permits more time for screening the candidates and usually results in the selection of better leaders.

Suggested Responsibilities of the Executive Committee

The executive committee is usually provided for in the by-laws of the council constitution. This committee is composed of the elected officers of the councils and it may also include the group chairmen or others. The chief duties of the committee are as follows:

1. Council planning - set up the council year book including tentative plans for the meetings. Assist the county chairman in naming the standing committees and duties of each committee.
2. Act as a steering committee for the council in matters pertaining to home extension program planning.

3. Carry on emergency business of the council, as authorized by the council
 - a. In case of vacancy, name someone to fill the unexpired term
 - b. Conduct regular business when it is inadvisable to hold a council meeting.

Suggested Responsibilities of County Secretary

1. Takes accurate minutes and keeps a permanent record of council activities - an 8 $\frac{1}{2}$ x 11 loose leaf note book can be used to best advantage.
2. Reads minutes of last meeting and letters, etc., of general interest to the group.
3. Records the attendance of each meeting.
4. Records definite action of group (See E. C. 5-151, "Your Club Meeting").
5. Presides at meeting or conducts election of temporary chairman in the absence of the president and vice president.
6. Carries on correspondence for the organization.
7. Leaves a copy of the minutes in the county extension office so that additional copies of the minutes can be made available to other members of the council.

Suggested Responsibilities of the Council Treasurer

1. Keeps an accurate record of all money received and expended by the council.
2. Sends county membership dues to the state treasurer promptly.
3. Reports regularly to the council concerning money spent and received.
4. Pays all bills.
5. Makes an annual report to the council's auditing committee.

Suggested Responsibilities of the Citizenship Chairman.

1. Studies current public problems and is responsible for presenting unbiased information to council members concerning local, state and national affairs.
2. Encourages council members to urge the local club members to vote and fulfill other responsibilities of citizenship.

Suggested Responsibilities of Evaluation or Reports Committee

1. The evaluation or reports committee has the responsibility of assembling data needed to make the county report to the state council.
2. This committee may also be responsible for summarizing surveys or other information needed for program planning.