

## **DUTIES & RESPONSIBILITIES STATE EXTENSION ADVISORY COUNCIL (SEAC) DELEGATES**

### **Term of Appointment**

- Three years

### **General Purpose & Functions of SEAC Delegates**

- To represent the Extension volunteer leadership in Kentucky,
- To review program issues and provide input related to the state Plan of Work,
- To be a communications/public relations ambassador for Kentucky Extension,
- To receive training and assist in providing training for those in leadership roles,
- To provide advice and suggestions to Extension administration and designated programming staff on Extension programs, priorities, policies, and procedures, and
- To be an advocate for Kentucky Cooperative Extension.
- Delegates representing defined Extension administrative areas are expected to be a two-way communications link to the County Extension Councils within the area and to maintain communication with the area's alternate delegate.
- Delegates representing a specific program advisory council or program area are expected to serve as a liaison to the council and/or programmatic leadership.

### **Qualifications**

- A sincere interest in working with other volunteers and professional staff in an educational setting,
- A willingness to become familiar with and work with the philosophy and guidelines of the Kentucky Cooperative Extension,
- A sincere interest in sharing knowledge, experiences, and skills with other volunteers, and
- The ability to work and communicate effectively in both verbal and/ or written forms with volunteer peers, professional staff, and elected leadership.

### **Location/Number of Meetings**

- The State Extension Council will meet face-to-face two (2) times per year and will use electronic communications whenever possible throughout the year. Virtual meeting options will be utilized when warranted. There is an expectation that area delegates will attend a limited number of county council meetings.
- Webinars may be periodically scheduled between face-to-face meetings.
- Members will be reimbursed for travel expenses according to the applicable university guidelines (University of Kentucky or Kentucky State University).

### **Benefits**

- Contributing to work to fulfill the mission of the Kentucky Extension System,
- Working with fellow volunteers as well as professional staff,
- Developing lifelong friendships,
- Developing communication and leadership skills,
- Learning organizational and time management skills and other professional development,
- Gaining an appreciation for community /regional issues and civic responsibilities, and
- Assisting in planning and conducting educational/leadership opportunities for county council members.

### **Selection Process**

Each extension administrative area shall have one delegate, with a designated alternate to attend when the delegate is not able to participate. A rotational system will assure all counties the opportunity to have delegates. In addition, six delegates will represent Kentucky State University, two delegates will represent each of the program councils (eight total), and up to four additional delegates will be appointed by Kentucky State University and University of Kentucky Extension Administration.

### **Mentors/Supervising Professionals**

Contact agents, in coordination with Area Extension Directors, Regional Extension Directors, extension administration at both University of Kentucky and Kentucky State University, and the State Extension Advisory Council Coordinator(s).