

Operating Guidelines and Operating Procedures Of

_____ County _____ Program Development Team

Section 1 – Name

The name of the organization shall be _____(name of county) County _____(name of program area) Program Development Team.

Section 2—Philosophy and Purpose

The Program Development Team (PDT) was established to provide guidance, assistance, and leadership for the program area designated.

Extension’s educational program is based on the needs identified in communities and emerging issues of the surrounding area. It is the purpose of the PDT to make sure these local, regional, and national needs are reflected in programs, and that educational resources to address the needs are identified and mobilized. More specifically, the purposes of the Program Development Team shall be to:

- Determine general program direction and goals.
- Review current program efforts and evaluate their progress and effectiveness.
- Provide leadership and counsel in development of countywide programs.
- Advise on expenditure of scarce resources in program development by establishing priorities which reflect countywide needs.
- Encourage, coordinate, and recognize Extension volunteer efforts.
- Coordinate and/or support the efforts of the working groups and/or issue teams.
- Link Extension programs with other groups and agencies.
- Communicate the Extension program to the community.

Section 3 - Membership

Membership shall include county leaders (suggested size is 9-12 members with 4-H teams including youth) who represent the subject matter, target audiences, geographic communities, and/or related businesses. PDT members, Extension faculty, and other recognized leaders will identify members. The Extension Agent advising the PDT will appoint members.

Members will serve a three-year term and under normal circumstances shall be appointed to serve no more than one term with at least one year between terms. The county office will appoint an individual to fill any unexpired terms of PDT members that occur.

Section 4 – Meetings

The Program Development Team will meet a minimum of 3 times per year.

Section 5 - Officers

The officers chosen/elected will be at the discretion of the agent in charge based on the needs of the team. Suggested officers and their respective duties include:

Chair – Preside at the PDT meetings and appoint working groups and/or issue teams.

Vice Chair – Preside in the absence of the Chair and fulfill other leadership roles as needed.

Secretary – Record minutes of meetings and distribute them to members in a timely fashion. Also, manage any correspondence for the PDT.

Both the Chair and Vice Chair will be involved in planning the yearly calendar of meetings and the agenda for each meeting.

Working groups and/or issue teams will be formed as needed throughout the year based on needs and goals of the program.

Officer terms shall coincide with the program year.

The official program year will be _____ through _____. (Establish for your program. Examples could be a calendar year; fiscal year; 4-H year; etc...)

Section 6 - Attendance Requirements

Active participation of members is important and valued. Member should notify the County Extension Agent in case of the need to miss a meeting. Three consecutive missed meetings shall prompt a discussion between the member and the Chairman to evaluate the member's availability to fulfill important roles. Final decision on membership will be from the County Extension Agent.