



# Community and Economic Development Program Area Committee Position Description

**Title:** Texas Extension Community and Economic Development Program Area Committee Member

**Community and Economic Development Program Area Committee Advisor:** County Extension Agent(s)

**Purpose of the Community and Economic Development Program Area Committee:** To ensure that programs relevant to local needs are being developed and implemented.

Benefits of serving on the Community and Economic Development Program Area Committee:

- Be a significant part of the educational process
- See the impact the community and economic development program has in the county
- See the positive change in program participants
- Experience personal growth from participation in this vital effort

**Responsibilities of the Community and Economic Development Program Area Committee:** The committee is responsible for educational programs associated with community and economic development. Members typically serve for 3 years. The six specific functions of the committee are

- To assist the county Extension agent (CEA) with the planning phase of programming.
- To assist the CEA with the implementation phase of programming.
- To assist the CEA with the evaluation phase of programming.
- To assist the CEA with the interpretation phase of programming.

- To assist the CEA with committee membership rotation to ensure optimum representation and diversity.
- To use the best management practices for financial management adopted by The Texas A&M University System and Texas Extension.

**Qualifications and special skills:**

- Resides in the community or county
- Is interested in community and economic development
- Has a broad, general perspective of the issues related to community and economic development in the county
- Represents the program's targeted audience
- Has good visioning and communication skills
- Is interested in the quality of life of the county

**Time required:** The committee usually meets two or three times a year. These meetings require 4 to 10 hours per year. In addition, about 10 hours may be needed to carry out individual responsibilities. Task force or coalition members who are appointed because of their expertise in a specific area will require more time.

**Resources and support available:** The county Extension staff will provide the training you need to be a successful Program Area Committee member. Additional information is available at <http://texasvolunteer.tamu.edu/>

**If interested, respond to:** The Texas Extension office in your county