



State Extension Advancement Council

**-Member Job Description-
December, 2014**

POSITION TITLE:

Member - State Extension Advancement Council (SEAC)

TERM OF APPOINTMENT:

3-year term; may be re-appointed to and serve a consecutive 3-year term.

MEMBER PURPOSE:

- To **ADVISE** on program development and delivery issues related to the Cooperative Extension Service (CES) strategic work plan as specified at the state, regional and local level.
- To **ADVOCATE** for issues impacting CES legislative, regulatory, business and community interests
- To **PROMOTE** strategic partnerships that enable CES to advance its strategic plan at the state, regional and local level.

MEMBER RESPONSIBILITIES:

1. Annually, members will complete a minimum of forty (40) hours of volunteer service in one or more of the following areas: CES Advocacy, Strategic Partnership Planning and Development, CES Program Development and Delivery. Approved volunteer service hours are developed by the membership service teams and approved by the SEAC Executive Board.
2. SEAC meets face-to-face 2 times per year and will use electronic communications whenever possible throughout the year. Members will attend both regularly scheduled SEAC meetings per year. A member absence must be discussed and approved in advance by the SEAC Executive Director.
3. Members will attend the County Extension Advancement Council meetings within their Region as is deemed appropriate by CES leadership.
4. Members will attend SEAC specified training programs. Training programs are developed by the membership service teams and approved by the SEAC Executive Board.
5. Members will be required to sign a "commitment letter" to these responsibilities.

MEMBER QUALIFICATIONS:

1. Have a sincere interest in working with CES professional staff, partnership organizations and other member volunteers at the state, region and local level.
2. Have high energy and strong commitment to CES program and service initiatives.
3. Become familiar with and advocate the philosophy and mission of CES.
4. Work and communicate effectively in verbal and written form with SEAC members, CES partners, local and state-wide elected officials and CES professional staff.

MEMBER BENEFITS:

The opportunity to provide a meaningful, value-added service to SC citizens while you:

- Gain a stronger knowledge of and appreciation for the CES system.
- Develop new and enduring statewide contacts and friendships.
- Develop/expand your communication and leadership skills.
- Learn organizational and time management skills and other professional development skills that add to/strengthen your experience portfolio.
- Impact community/regional issues and strengthen/expand your civic involvement.