

# STATE EXTENSION ADVANCEMENT COUNCIL GUIDELINES

**NAME:** State Extension Advancement Council (SEAC)

**PURPOSE:** The Cooperative Extension Service (CES) is the largest outreach program of Clemson University and South Carolina State University. Both land-grant institutions have a public service and agriculture mission that extends the research and resources of both universities to the people of South Carolina. CES functions through a unique partnership with federal, state, and local governments supporting a statewide CES organization consisting of field agents, administrative staff, private and public partner organizations and community members to transform university sponsored research and knowledge into practical programs that improve the welfare of the citizens of South Carolina.

The State Extension Advancement Council (SEAC) is a statewide organization made up of CES internal liaisons and external partner organizations having responsibility for statewide support of CES in the following three (3) areas:

1. 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.
2. ADVOCATE for issues impacting CES legislative, regulatory, business and community interests
3. PROMOTE strategic partnerships that enable CES to advance its Strategic Plan at the state, regional and local level.

## **SEAC VISION:**

Statewide advancement of South Carolina's Land Grant universities to our citizens as achieved through the passion, commitment and shared values of our organization members. This advancement will have a significant impact and influence on our state's people and economic prosperity.

## **SEAC MISSION:**

The State Extension Advancement Council will execute leadership and deliver a pro-active impact in the areas of advocacy, strategic partnerships, and program development and delivery to any and all citizens of South Carolina.

## **SEAC TEAMS**

SEAC responsibilities, identified above, are carried out through a number of tasks and projects planned, developed and implemented by three standing (3) SEAC Teams having the following makeup:

- Each Team will have one (1) Clemson University and one (1) South Carolina State University liaison. In addition, each team will have five (5) CU member nominations and three (3) SCSU member nominations. SEAC members total is thirty (30)
- The three Teams are (1) CES Advocacy, (2) Strategic Partnership Planning and Development and (3) Program Development and Delivery
- Liaison representatives and member nominations for each Team are identified and at determination of SEAC leadership with advice and recommendations from members and are based on needs of SEAC to carry out its strategic plan.
- Each Team will be assigned a chair whose responsibilities will include (1) presiding over team meetings, (2) ensuring that each team member is appropriately trained to perform assigned tasks, (3) assigning team member tasks that fulfill membership requirements and (4) goal achievement of assigned team tasks. Team chair may appoint/elect a vice-chair to perform additional duties and plan/schedule/record meeting agendas. Team chair and vice-chair will serve no less than one year and no longer than two years in that capacity. Team chairs will be elected by team members and approved by SEAC leadership.
- Special or Ad Hoc teams may be organized by the chairman for a specific purpose as is deemed necessary to carry out the SEAC strategic plan.

**Current SEAC team members and the organizations that they represent are listed on Addendum A: Team Members and Organizations Represented. Addendum A will be updated annually and be effective January 1 through December 31.**

**SEAC MEMBERS:**

- Members of SEAC shall serve a 3-year term or until their successors are elected but not more than 6 consecutive years. One-third of the membership will have the opportunity to change each year. Appointment to SEAC is effective on January 1. Individuals may be re-appointed after a one year absence.
- If an individual resigns from SEAC and is replaced that individual will complete the remainder of the resigning member's term. Members will attend both regularly scheduled State Extension Advancement Council meetings per year. A member absence must be discussed and excused in advance by the SEAC Executive Director.
- In the event a member is unexcused and misses a meeting, that member will be contacted by the SEAC Executive Director or designee as to his/her interest and will be replaced if necessary. There is also an expectation that members will attend County Extension Advancement Council meetings within their Region as is deemed appropriate by CES leadership. The criterion and decision for SEAC member replacement is at the discretion of CES leadership.
- When nominating SEAC members attention should be given to, (1) securing both gender representatives, (2) representation of CES program areas, (3) statewide geographic areas (urban and rural) and (4) cultural diversity representation.

- The **Executive Director for SEAC** will provide leadership utilizing County Coordinators along with local Extension staffs, outgoing SEAC members and other stakeholders involved in the member nomination process. No member will be excluded on the basis of race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

Ex-officio members of the State Extension Advancement Council

- Extension Director
- Experiment Station Director
- Director – 1890 Extension S.C. State University
- Research and Education Center Director Representative
- State Extension Advancement Council Executive Director
- Additional members as determined by the Extension Director

**OFFICERS OF THE STATE EXTENSION ADVANCEMENT COUNCIL:**

- The officers of the SEAC shall be chairman, vice chairman and past chairman. The term of each officer shall be one year, with terms beginning January 1 each year. The election of officers shall occur at the regular summer-fall meeting of SEAC or at the first regular or special meeting called thereafter. These officers shall comprise the Executive Committee, which will have the authority to make decisions for SEAC between meetings. Officers cannot serve more than two terms.
- Should the office of chairman become vacant due to death, resignation, incapacity, ineligibility or removal (as determined by CES leadership), the vice chairman shall complete the unexpired term of office with all the same privileges and responsibilities as the chairman.
- Any other officer vacancy shall be filled by a majority vote of SEAC members present at the next regular or special meeting.
- The chairman shall have the authority to assign individual SEAC member responsibilities, appoint committees or appoint SEAC members to perform such other reasonable tasks as he or she deems necessary to fulfill the purposes and responsibilities of SEAC.
- The vice chairman in the absence of the chairman shall perform the duties and hold the powers of the chairman.
- The Extension Director will appoint an Executive Director for the State Extension Advancement Council.
- The SEAC Executive Director shall record or cause to be recorded all votes taken and the minutes of all State Extension Advancement Council activities.

**MEETINGS:**

The State Extension Advancement Council will meet face-to-face 2 times per year e.g. generally these meetings are held for 1.5 days and are scheduled in the winter-spring period and summer-fall period. All members are expected to attend both meetings. Special meetings may be called by the chairman, as necessary. Members will be notified, via appropriate media, of all meetings at least fourteen (14) days prior to the scheduled meeting date(s). There will be extensive use of electronic communications throughout the year to update SEAC members.

**PARLIAMENTARY AUTHORITY:** The Parliamentary Authority of SEAC shall be the current and most recent edition of Robert's Rules of Order.

**EXTENSION ADVISORY COUNCIL NOMINATION FORM**

Nominee: \_\_\_\_\_

Home Address:  
\_\_\_\_\_

County: \_\_\_\_\_ Region:  
\_\_\_\_\_

Spouse's Name (if applicable): \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)  
\_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation(s): \_\_\_\_\_

Work Address:  
\_\_\_\_\_

Number of years of service as an Extension Stakeholder: \_\_\_\_\_

Related Experience:  
\_\_\_\_\_  
\_\_\_\_\_

Comments: (What special values or attributes would this individual bring to the Council?)

\_\_\_\_\_  
\_\_\_\_\_

Nominator: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_