

# MSU Extension and AgBioResearch State Council

## Operational Guidelines

Michigan State University Extension (MSUE) and MSU AgBioResearch link issues of concern in local communities with research and teaching at the state's land grant university. A network for organized citizen input at the local and state levels enhances that linkage. District Extension councils identify and prioritize issues, seek collaborations and resources, and communicate to others the importance of Extension's educational programming. Citizen advisory councils help establish research priorities at the state's 14 research centers. The MSU Extension and AgBioResearch State Council serves as a liaison between District Extension councils, field station advisory groups and state agencies and organizations. Members are able to communicate to others (policymakers, organizations and agencies, university administrators, etc.) the importance of MSU's educational programming and applied research.

### Purposes

- To provide learning experiences for council members that result in expanded networks and leadership opportunities.
- To facilitate the understanding of issues currently facing MSU Extension and AgBioResearch.
- To provide a network for communicating the availability and importance of MSU Extension's educational programming and AgBioResearch priorities to the general public, state government and departments and organizations involved with agriculture, families, youth, communities, business and industry and nonformal education.
- To provide communication between MSUE and AgBioResearch and the District Extension councils and field station advisory groups, as well as selected statewide organizations and agencies.

### Membership

- The State Council will have up to 24 members, distributed to somewhat reflect the state's population: One each from the 13 MSUE Districts with the exception of District 11 which will have three council members to reflect the population base of SE Michigan. There are also three representatives appointed from AgBioResearch centers and up to six additional members appointed by the directors of MSUE and AgBioResearch to represent various organizational and agency partnerships.
- Each member shall serve a two-year term. No member will serve more than two consecutive terms.
- The Directors review the nominations submitted by Extension staff and field station coordinators and appoint new council members during the first quarter of each year.
- The Council elects a Chair and Vice-Chair to provide leadership of the Council each year.

### Responsibilities of Members

- Develop an understanding of MSU Extension's programming and AgBioResearch priorities.
- Be available to a group of counties to support and mentor district Extension councils as requested or as needed (MSUE District representatives only); also link with AgBioResearch centers as appropriate.
- Provide input to MSUE and AgBioResearch in setting priorities for new and existing educational programming and research.
- Assist MSUE and AgBioResearch in the evaluation of educational and research efforts.
- Communicate with leaders and policy makers at all levels as a representative of MSUE and AgBioResearch.
- Actively serve as a representative of their district or field station and/or organization.
- Review and analyze data to ensure that the mission and vision of MSUE and AgBioResearch and the interests and needs of clientele are represented on a nondiscriminatory basis without regard to race, color, national origin, sex, handicap, age or religion.

### Meetings

The council meets in person two times a year, March and September or October. The March meeting runs from noon on the first day to noon on the second day and is held in Lansing to facilitate contact with state elected officials. The fall meeting is two full days and is held in September or October at an outstate location to provide for on-site visits at a field station and/or at local Extension programming locations. Two additional virtual meeting's, (late May or early June and December) are conducted via electronic communications and usually last about two hours. Members are provided access at a local Extension office or can participate from their home or office computer/phone. Meals and lodging are provided and members are reimbursed for all travel to and from the "in-person" meetings.