Program Area Committee
Position Description

**Title:** Program Area Committee Member

**Program Area Committee Advisor:** County Extension Agent

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

**Benefits of serving on the Program Area Committee:**
- Be a significant part of the educational process.
- See the impact the program has in the county.
- See the positive change in program participants.
- Experience personal growth from participating in this vital effort.

**Responsibilities of the Program Area Committee:**
The committee is responsible for educational programs associated with. 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 Extension subject matter programs
- Has a broad, general perspective of the programs related to 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 three or more times per 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 members who are appointed because of their expertise in a specific area may 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.