Checklist for County Extension Agents to Use with Program Area Committees
(Non-Banner Programs)

1. Assist the county Extension agent with the planning phase of programming.
   _____ Annually review the county situation, program evaluations, needs assessments, and the TCFF County
           Action Plan related to the area for which the committee has advisory responsibility.
   _____ Identify and prioritize programming needs, goals and opportunities.
   _____ Select best-practice programs for addressing high-priority needs.

2. Assist the county Extension agent with the implementation phase of programming.
   _____ Determine strategies for addressing each programming need.
   _____ Set target dates for each educational event and activity and determine the best ways of marketing programs
       to target audiences.
   _____ Determine what educational methods will be most effective with the target audiences.
   _____ Engage resource people to help present the program and gather other necessary resources.

3. Assist the county Extension agent with the evaluation phase of programming.
   _____ Discuss evaluation before the program begins.
   _____ Review proposed evaluation instruments developed by the county Extension agent.
   _____ With Regional Program Directors, subject matter specialists, and evaluation specialists, review evaluations
       after the program to determine how the program can be improved in the coming year.

4. Assist the county Extension agent with the interpretation phase of programming.
   _____ Identify programming successes and evaluation results that will be highlighted when interpreting or
       promoting the program to interested stakeholders and to the Leadership Advisory Board.
   _____ Identify stakeholders (individuals and groups) who should know about the program so that interpretive
       information can be targeted to them.
   _____ Help make presentations about the program to the county Leadership Advisory Board, County Commissi-
       oners’ Court, and other stakeholders.

5. Assist the county Extension agent with committee membership rotation to ensure optimum representation
   and diversity.
   _____ Review the membership rotation clause in the Program Area Committee by-laws and identify potential
       new committee members to replace those whose terms have expired.
   _____ Help contact potential committee members.
   _____ Help orient new committee members.

6. Use the best management practices for the management of external support funds adopted by The Texas
   A&M University System and Texas Extension.
   _____ Help determine how the external support fund (account) will be managed and controlled by committee or task
       force/coalition members and assign that responsibility to members.

Year: ______________  County: _____________________________________  CEA: __________________________