

Department of Agricultural and Extension Education Advisory Committee Guidelines (Draft)

Purpose Statement:

The Department of Agricultural and Extension Education Advisory Committee provides the public with an added assurance that stakeholder interests in the organization are protected. The advisory committee serves as an organized base for two-way communication between the program and stakeholder representatives. The continuing forum allows the program and advisory committee members to discover their mutual interests and concerns regarding the program. Thus, stakeholders will be better able to ensure that the program will be equal to present and future challenges and opportunities.

Functions of the Committee:

The functions of the committee include but are not limited to:

- 1) Educational program, research and outreach advisement
- 2) Program review assistance
- 3) Program staffing advisement
- 4) Public relations and advocacy assistance with stakeholders, and
- 5) Recruitment and placement of students

Members:

The committee will be made up of nine members (three sets of three members representing secondary agricultural and technology education, the New Mexico Cooperative Extension Service, and other agricultural agencies and industry).

Terms of Service:

Members in each set are on a three-year-staggered term of service to ensure continuing broad-based stakeholder representation. New members shall be identified by discussion between the committee and departmental faculty at the November meeting to start serving the following January 1. The committee operates on a calendar year basis.

Chair:

A chair to serve the next calendar year shall be selected by the committee at each November meeting. The chair shall work with committee members and department faculty and staff to call and set the agenda for regular or special meetings. The chair shall preside over the meetings during their year as chair.

Meetings:

The committee will meet in April and November of each calendar year and as needed.

Faculty and Staff Responsibilities:

Faculty and staff in the department shall take and distribute minutes, facilitate meetings, and provide the committee with the information it needs to fulfill its' purpose and functions.