



February 2, 2011

To: All Interested Community Members

Re: Open CES State Advisory Council seats

The University of Alaska Fairbanks Cooperative Extension Service is seeking volunteers to serve on vacant CES State Advisory Council's seats.

The Council meets every month by audio conference with two face-to-face meetings per year. Council members advise the Vice Provost for Extension & Outreach on planning, program evaluation, budgeting, fund-raising, and new programs and projects along with annually evaluating the Vice Provost.

As part of our selection process, please fill out the membership application and attach a current resume, short biography, and letter of intent. The application and attachments can then be sent to the Director's Office, Cooperative Extension Service, P.O. Box 756180, Fairbanks, AK 99775 or via email to extension@uaf.edu. The Advisory Council will review applications and make the final selections.

If you have any questions related to the CES State Advisory Council, please contact the CES Director's Office, at (907) 474-7246 or e-mail extension@uaf.edu.

Sincerely,

A handwritten signature in blue ink that reads "E. Fred Schlutt, Jr." in a cursive style.

E. Fred Schlutt, Jr.
Vice Provost and Director

Enclosures



CES Statewide Advisory Council

Volunteer Position Description

Purpose

The purpose of the Council shall be to maximize stakeholder input into the planning and budgeting process of the Cooperative Extension Service (CES) program and to assist in developing program direction and priorities.

Responsibilities:

1. Members are expected to attend all meetings (on-site or audio conferences) of the council.
2. Assume the responsibility of staying informed about current Extension programs.
3. Help CES staff plan timely and effective program directions that are relevant to the needs of all people within the district.
4. Represent and promote Extension in the state.

Time Commitment:

Members of the CES State Advisory Council serve three-year terms. Meetings are held on a bi-monthly basis typically via audio conferencing. Two meetings a year may be face-to-face and require travel outside your local community. A member who misses three consecutive meetings (excused or unexcused) will be dropped from the council.

Qualifications:

Knowledge of Alaska and region you represent (i.e. – Interior, Southeast, Southwest, Southcentral, Northwest)

Knowledge of Cooperative Extension Service and the programs they provide

Sensitivity to community needs

Ability to prioritize

Advisors:

Extension Faculty and Staff

Guidance from other Advisory Council Members

The University of Alaska is an affirmative action/equal opportunity employer and educational institution.

May 2010

CES State Advisory Council

Membership Application



A letter of intent, resume and short biography must accompany this application. Please type or write legibly.

Name (Last, First, MI): _____

Telephone Number: _____ Fax Number: _____ E-mail: _____

Mailing Address: _____
Number and Street City State Zip + 4 (9 digit)

Please mark the geographical area you are representing:

Interior Southcentral Southeast Southwest Northwest

How did you learn of the CES State Advisory Council?

Have you ever been involved with Cooperative Extension Service?

Which of these areas are you most interested in and why? (Horticulture, Home Economics, 4-H/youth, Land Resources)

What do you feel you can contribute to the CES State Advisory Council?

Comments:

Letter of intent attached? Resume attached? Short biography attached?

Applicant Signature: _____ Date: _____

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