

## **I. Educational Effectiveness**

### **AB 1. Program Planning**

- Locate or Develop a roster of 8-10 members for each PAC Committee, 10-12 for LAB, or as approved by DEA
- Develop a sample agenda & schedule a date/related logistics
- Actively hosted 2-3 Club Manager Meetings and county-based support group meetings (County 4-H Council, Volunteer Leader Groups)
- Meeting with external planning groups (Livestock show, commodity groups, partner organizations)
- Program plans are submitted & approved (office management, 2-3 outreach plans in 4-H, 1 or more outreach plan in ANR or FCS, 1 or more in-depth plan in ANR or FCS area as approved by RPL.

### **AB 2. Program Implementation**

- Developed agendas & educational materials for educational programs
- Implement a minimum of 2-3 educational methods/programs per week (@ 4-H meetings, civic groups, community, newsletters, etc.)
- Attend and observe 4-H meetings (club & county based)
- Has involved at least one specialist in an educational programs or applied research demo
- Approve 4-H membership & event entries as needed weekly  
Monitor membership numbers; take steps necessary to meet enrollment goals
- Implement 3-4 marketing strategies to promote program participation & visibility
- Make contact with all major media outlets in the county

### **AB 3. Evaluation**

- Has completed one customer satisfaction evaluation of a program
- Has analyzed data collected from informal evaluation & CS evaluation
- Has developed a written plan for how to measure success of each plan
- Has developed a list of program goals & unit goals to achieve by the end of year 1

## **C. Accountability & Interpretation**

- Reporting on time & completely to all approved plans
- Reporting unplanned tasks monthly as appropriate
- Schedule 3-month conferences with DEA, RPL, 4-H specialist, & mentor
- Continued weekly submission of crop reports (ANR agents only)
- Continued monthly submission of mileage and commissioners court reports with copy to DEA
- Timely & complete submission of all special reports due & related deadlines (ES-237, CB-5, CE, Ag. Increment, BLT time/effort, plan summaries, annual reports, job responsibilities, county budget proposals, support staff evaluations, adjunct faculty, travel authorization, inventory, EPG, financial reviews, outside employment, etc.)

## **II. Program Resources**

### **A. Volunteer Management**

- Implement planned activities to recruit, train, support, & recognize volunteers
- Screen volunteers weekly or as needed for timely processing and admission
- Attend and monitor activities for which volunteers provide leadership  
provide volunteers with training, coaching & support as appropriate

**B. Staff Supervision**

- Provide weekly feedback to support staff on progress toward assigned tasks & goals
- Share feedback and progress with county coordinator and/or co-workers

**C. Material Resources**

- Develop an action plan for management of external groups
- Review financial BMP findings on local accounts and action plan/steps with supervisor
- Identify individuals and community groups that are potential donors/sponsors
- Apply AgriLife Best Management Practices to your local external group structure
- Begin process for managing any Extension accounts (BLT, FPM, workshop, grants, etc.).

**III. Relationships & Teamwork**

**A. Internal**

- Identify joint programs with other agents locally or in neighboring counties / follow up on tasks
- Follow-up with specialists on programs and issues relevant to your county / take action
- Initiate activities to building relationships with volunteers within each support group
- Continue to:
  - Make personal contact with all agents in neighboring counties. Make personal visit if possible.
  - Make personal contact with all specialists that support programs or issues in your county
  - Make personal contact with volunteers associated with each support group (4-H, Master Volunteers, TEEA, committee members).

**B. External**

- Develop a list with contact information for county officials, stakeholders, and opinion leaders
- Join 1 or 2 civic or community groups.
- Continue to:
  - Identify all existing groups/organizations that partner with Extension. Make personal contact.
  - Meet all members of the court, Auditor, Treasurer, Clerk, and other key officials in county.
  - Meet all members of show board individually or via board meeting.
  - Identify & meet as many major community opinion leaders as possible.
  - Accept invitations by civic & community groups or invite yourself to their meetings. Meet them.

**C. Teamwork**

- Attend and provide active support of District 4-H events. Provide leadership where needed.
- Continue to develop role in team plans, implement activities to support those plans.
- Continue meeting for office conferences weekly or no less often than twice/month. Record & submit minutes.
- Provide leadership for some aspect of LAB, Youth Board, PAC or related planning group.
- Communicate. Cooperate. Coordinate. Collaborate on ALL duties requiring teamwork.

**IV. Training & Professional Development**

**A. Onboarding/Training & Professional Development**

- Spend at least 1-2 hours monthly reviewing resources on Organizational Development Website.
- Spend at least 1-2 hours monthly reviewing resources & information on District & Unit websites.
- Read Extension Fundamentals #3 & #4.  
Email supervisor about what you learned. Be prepared to discuss.
- Continue working on Self Study Guide
- Meet bi-weekly with Mentor

- Meet at least once with DEA, RPL, & 4-H Specialist to discuss job duties, priorities. Develop a list of questions for them in advance of your meeting.
- Complete online training modules in Emergency Management
- Review all dates for Academy, Regional Onboarding, Mentor meetings, District & Regional Meetings, Career Ladder Training, and others as required.

**B. Professionalism**

- Assure you are dressed professionally in accordance with duties for the day.
- Clean your office and keep it clean
- Report to work on time, inform staff of your whereabouts when you're away from office
- Communicate positively; express disagreements in a constructive, non-confrontational manner.
- Follow instructions and respond promptly and professionally to requests from management
- Treat people with respect and behave in a manner worthy of public trust
- Represent the agency positively through your personal appearance and conduct
- Respond to all e-mails and phone calls within 24 hours, preferably the same day

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