

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – EXTENSION ADVISORY COMMITTEE**

**Strategic Plan Alignment:** Healthy Natural Environment, Organizational Excellence, Thriving Families and Healthy Community

**Purpose:** To act in an advisory capacity to the Board of County Commissioners with respect to Colorado Cooperative Extension Service programs and issues.

**Duties:**

- a. Act in an advisory capacity to the Board of County Commissioners;
- b. Work with La Plata County Extension Office personnel in planning, developing, implementing and evaluating programs and performance.

*Full Resolution creating the Extension Advisory Committee can be found in the La Plata County Code: Chapter 2, Article III, Division 9, Sec. 2-301 through 2-307.*

**Qualifications:**

1. Members must be residents of La Plata County;
2. Members must be at least 18 years of age on the effective date of their appointment.

**Personal Commitments:**

1. To attend all meetings of the Extension Advisory Committee unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Extension Advisory Committee;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Extension Advisory Committee members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To honor and comply with the La Plata County Code of Ethics Policy (attached);
11. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_