

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: County _____

Program Year: 20__

Jan-Dec of the Calendar Year

PROGRAM LEADERSHIP

AGENT

Focus on identifying those responsible for serving as the lead contact for specific programming and administrative duties.

Base Programs

Agriculture _____

4-H Youth Development _____

Family & Community Health _____

Community Resource & Economic Development _____

Special Programs

Better Living for Texans (BLT) _____

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Program Leadership

County Coordinator _____

4-H Youth Development Coordinator _____

Leadership Advisory Board (LAB) _____

Position descriptions for County Coordinator and 4-H Coordinator are available online. Agents assigned to these positions are responsible for reviewing the position description online on an annual basis for any updates.

PROGRAM DEVELOPMENT

Focus on identifying those programming issues, Extension-led planning groups, those provide respective leadership for each.

LAB-Validated Issues

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Extension Planning Groups (Program Area Committees, Task Forces, Coalitions, Committees)

Beef Cattle Committee _____

Field Crops Committee _____

4-H FCH Coalition _____

4-H Livestock Coalition _____

Horticulture Committee _____

Master Gardener Association _____

4-H and Youth Board _____

4-H Adult Leaders & Parents Association _____

4-H Club Managers _____

4-H County Council _____

Family & Community Health _____

“Walk Across Texas” Task Force _____

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PROGRAM IMPLEMENTATION

Focus on identifying specific subject matter programming including major events, and those provide leadership for each.

Agriculture & Natural Resources Program Areas

- General Agriculture.....
- Livestock & Horse.....
- Field Crops
- Rangeland and Pastures.....
- Horticulture (Urban & Commercial)
- Entomology & Urban Pest Management.....
- Major Agriculture & Natural Resource Events
 - Crop Tour

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4-H Youth Development Program Areas

- Youth Leadership & Life Skills
- Volunteer Development
- Livestock & Natural Resource Projects.....
- Family & Community Health.....
- Careers & Higher Education.....
- School-based Programs

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Major 4-H Youth Development Events & Duties

- 4-H Annual Recognition Event
- County Livestock Show
- Major Livestock Shows.....
- 4-H Livestock, Horse, & Poultry Workshop.....
- 4-H Livestock Validation.....
- 4-H Newsletter
- 4-H Showmanship Clinic
- 4-H Food Show (County, District, State)
- 4-H Horse Show (County, District, State)
- 4-H Fashion Show (County, District, State)
- 4-H Club Officer Training.....
- 4-H Recordbook Training & Judging
- 4-H Photography Training.....
- 4-H Club Managers Training
- 4-H Roundup (County, District, State)
- 4-H Annual Fundraiser
- National 4-H Week Promotion Event

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Family & Community Health Program Areas

- Food & Nutrition
- Food Preservation & Safety
- Food Buying Practices.....
- Health & Safety

Home Environment.....
 Clothing & Textiles
 Parenting Education.....
 Texas Extension Education Association, Inc. Study Groups.....
 Major Family & Community Health Events
 Child Care Conference

Community Resource & Economic Development Program Areas

Emergency Preparedness & Management
 Community Education
 Animal Issue
 Youth Education.....
 Major Community & Resource Economic Development Events

EXTENSION PARTNERS & COLLABORATIONS

Focus on identifying local organizations and groups that work cooperatively with Extension-led programming efforts and those serving as primary contacts for each respective group.

Agriculture & Natural Resources

Texas Department of Agriculture
 USDA Farm Service Agency
 USDA Natural Resource Conservation Service
 County Soil & Water Conservation District.....
 County Farm Bureau

4-H Youth Development

Independent School District
 Home School Association.....

Family & Community Health Development

Texas Department of Health & Human Services
 Texas Workforce Commission

Community Resource & Economic Development

Development Council.....
 Chamber of Commerce.....
 County Emergency Committee

COMMUNITY BASED ORGANIZATIONS

Focus on identifying local organizations that are important to clientele in the community and those serving as the key contact for each.

Civic Clubs

Kiwanis Club
 Lions Club
 Rotary Club

Faith Based Organizations

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PROGRAM INTERPRETATION & MARKETING

Focus on identifying all relevant elected officials (by name and title) along with others outlets for communicating Extension programs locally and those serving as the key contact for each.

Elected Officials – (List Names of Individuals)

County Elected Officials

County Judge.....
 Precinct 1 Commissioner
 Precinct 2 Commissioner
 Precinct 3 Commissioner
 Precinct 4 Commissioner

State Elected Officials

State Senator.....
 State Representative.....

Federal Elected Officials

U.S. Congressman

Local Elected Officials

Mayor
 School Board President.....

Major Media Serving the County

Radio

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Television

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Print (Newspaper, Magazine, Industry)

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SIGNATURES OF COUNTY EXTENSION FACULTY:

Signature	Printed Name	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved:

 Lorrie Coop Date
 District Extension Administrator