

Memorandum of Understanding

Between West Virginia University Extension Service and West Virginia Community Educational Outreach Service

I. Purpose

The purpose of this memorandum is to clarify and enhance the respective partnership roles and relationships between the West Virginia University Extension Service (WVU-ES) and the West Virginia Community Educational Outreach Service (WVCEOS).

The two organizations are mutually supportive but separate entities that combine the strength of the WVCEOS volunteer's life experiences, cumulative knowledge, and leadership abilities with the research-based knowledge and technology of WVU-ES.

II. Background

A. West Virginia University Extension Service

WVU Extension Service educators and volunteers build and help sustain collaborations and partnerships with people and organizations in West Virginia to improve their lives and communities.

Our programs and services strengthen leaders of all ages, youths, and families. We develop and teach best practices for sustainable agriculture, for responsible use of renewable resources, and for stewardship of natural resources. We work to improve our state's communities, workforce, and economy.

The Smith-Lever Act of 1914 authorized the work of the Cooperative Extension Service in partnership with the United States Department of Agriculture (USDA) and the land-grant colleges. State legislation enables local counties to become a third partner in the system.

The WVU Extension Service, through its program units for Families and Health, 4-H Youth Development, Agriculture and Natural Resources, and Community and Economic Workforce Development, assists individuals in developing relevant skills as well as addressing critical community issues. Organizations such as WVCEOS enhance the impact of the University's educational program.

B. West Virginia Community Educational Outreach Service

The WVCEOS is a nonprofit, educational organization established in 1919. Membership is open to all individuals without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

The mission of the organization is to strengthen individuals and families through continuing education, leadership development, and community service. Information received from Extension Service faculty and other reliable sources is extended to the members and others in the community, thereby improving their quality of life. Through this process, the teaching and leadership skills of the members are developed and community resources are enhanced.



III. Terms of Agreement

A. WVU-ES shall:

1. collaborate with WVCEOS leadership in projecting future program direction and identifying goals common to the objectives and purposes of each partner.
2. assign appropriate WVU-ES faculty as advisers to each county council, for the purpose of providing educational programs leadership; such shall serve in preparing job descriptions and plans of work.
3. collaborate with WVCEOS leadership to assign a faculty member as state adviser to the WVCEOS Executive Board.
4. assign faculty and other personnel to develop and provide educational programs and program resources.
5. create opportunities for WVCEOS members to develop and practice leadership skills.
6. recognize, support, and report the programs and accomplishments of WVCEOS, as appropriate.
7. be familiar and comply with the intent of affirmative action legislation to ensure that WVCEOS programs are inclusive.
8. keep the WVU-CEOS Web site up-to-date.

B. WVCEOS shall:

1. assume responsibility for organizational business, programs, and activities related to membership recruitment, fiscal management, and organizational maintenance.
2. work cooperatively with WVU-ES to identify and obtain resources for program and issue development.
3. support research and program emphases of WVU-ES; communicate the importance of WVU-ES programs to state and local decision-makers.
4. provide training and implement opportunities for volunteers to become multipliers of educational information.
5. be familiar and comply with the intent of affirmative action legislation to ensure that WVCEOS programs are inclusive.

C. Both partners shall:

1. create opportunities for WVCEOS members to develop and practice leadership skills within their communities.
2. promote family and consumer science educational topics/committees with WVCEOS.
3. consult with the other partner prior to commitment of that partner.
4. annually review program direction and relationships through the Memorandum of Understanding.
5. foster open communication among all parties.

IV. General Considerations

- A. This Memorandum of Understanding is not a financial document and does not obligate or require the obligation of funds.
- B. This Memorandum of Understanding does not diminish or otherwise impair the authority of either party to carry out respective independent functions.
- C. This Memorandum of Understanding will be distributed to WVCEOS board members, West Virginia University Extension Service administrators, and county Extension Service faculty. The memorandum is available on the Web (www.wvu.edu/~exten/depts/famyou/eh/wvehcmem.htm).
- D. This Memorandum of Understanding should be reviewed and updated annually, as necessary to meet the needs of both partners.

*Associate Provost and Director,
West Virginia University Extension Service*

Date

*President, West Virginia
Community Educational Outreach Service, Inc.*

Date



WVU Extension's Role

WVU Extension agents work with the County CEOS Council and County Community Educational Outreach Service (CEOS) Executive Board to plan, conduct, and evaluate the CEOS program in order to meet the needs of local citizens and members in the county.

Educational Program Topic Support (Lessons)

- Extension state staff and faculty provide Educational Program Topic List of choices to the County Extension CEOS contact, who works with the County CEOS Council to select monthly educational topics to be studied countywide.
- Extension agent will order and distribute educational topics (lessons).
- Extension agent works with council to set up or arrange for countywide trainings, to which each club can send representatives who will return to local club and teach others.

Enrollment and *Openline* Support

- Agent to distribute forms and collect membership, committee, and program topic information.
- Prepare mailing lists and labels for use.
- Provide appropriate names and addresses for *Openline*.

Work with County Council Executive Board to complete The Extension Agent – WVCEOS Responsibilities Agreement to clarify role responsibilities:

- Serve as adviser to County Council and its educational committees.
- Work with County Council to make decisions on the following:
 - Budget items such as paper, copying, printing newsletters, yearbooks
 - Extension office secretarial support
 - Meeting space
- Work with Council and local media to inform the public of the educational programs available and community service activities and accomplishments.
- Determine what information will be sent by agent for the CEOS program.
- Assist CEOS members who are serving in county, area, or state leadership roles.
- Support the County Council when they are planning and hosting an area or regional meeting.
- Extension agent to reproduce and distribute information to the membership about the State CEOS Conference, Extension Day at the Legislature, area meetings, international student, NVON conferences, and other relevant educational events.



Continuing Recommendations

- Agents should foster and develop leadership skills among CEOS members through training and by encouraging members to accept responsibility. Members accept responsibility as a commitment to their programs. The Extension agent should serve as an adviser in a guidance and educational capacity rather than dictating and assuming full responsibility for tasks. The WVU Extension Service and the CEOS organization are to work in partnership.

Agents, as needed, should assist with state and area events. The agent located in a county in which persons are serving in area or state roles of leadership, such as committee work, Area Representative, or conference chairman, may need to provide additional involvement and support.

WVU Extension Agent – WVCEOS Responsibilities Agreement

County _____

Before the start of each calendar year, the County Community Educational Outreach Service Executive Committee and the Extension agent adviser should complete this agreement together. Place an X in the blank indicating who is responsible for each task. This process will clarify who will carry out each responsibility and can prevent unrealistic expectations and miscommunication.

A copy of the completed agreement is to be sent to the state president by December 1.

Responsibilities Related to Program Topics				
<i>Task</i>	<i>Council Member</i>	<i>Extension Agent</i>	<i>Lead Position</i>	<i>Comments</i>
1. Set dates for county training meetings				
2. Secure resource persons to teach club leaders				
3. Set up and clean up for training meetings				
4. Train lesson leaders				
5. Submit topics for lessons to state president				
6.				
Membership Recruitment				
1. Appoint membership chair				
2. Plan and carry out membership promotion				
3. Refer names of potential members to existing clubs				
4. Contact potential members				
5. Organize new clubs				
6. Promote clubs in general				
7.				

Council Meetings				
<i>Task</i>	<i>Council Member</i>	<i>Extension Agent</i>	<i>Lead Position</i>	<i>Comments</i>
1. Determine date and place				
2. Prepare meeting notice and mail to council members				
3. Meet with executive committee to determine agenda				
4. Set up and clean up				
5. Arrange for refreshments				
6. Arrange for program				
7. Conduct the meeting				
8. Attend meetings				
9. Take minutes				
10. Keep financial records				
11.				
Committees				
1. Appoint members to committees				
2. Arrange date and place of committee meetings				
3. Define responsibilities of committees				
4. Conduct committee meetings				
5. Attend committee meetings				
a. _____				
b. _____				
c. _____				
d. _____				
e. _____				
f. _____				
g. _____				

Committees (continued)				
<i>Task</i>	<i>Council Member</i>	<i>Extension Agent</i>	<i>Lead Position</i>	<i>Comments</i>
6. Take minutes				
7. See that projects of committees are initiated and completed				
8.				
Maintaining the Organization				
1. Write newsletter pertaining to council business and activities				
2. Duplicate and distribute newsletter				
3. Train officers relative to specific responsibilities of office				
4. Determine goals for county council, activities sponsored, etc.				
5. Select delegates to annual meetings, district meetings, etc.				
6. Nominate potential WVCEOS Board members				
7. Plan the year's program				
8. Compile and distribute county yearbooks				
9. Install officers and recognize retiring officers				
10. Obtain/update EIN to ensure club is in good standing and has received certificate for validation.				



To what extent has completing this worksheet helped to clarify responsibilities? _____

Recommendations or comments: _____

Date _____

County President _____

Extension Agent _____

Retain a copy for County Office and County Council

Return a copy to State President