

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: _____

Program Year: _____

**Agent
Responsible**

PROGRAM LEADERSHIP

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

Base Programs

Agriculture _____

4-H and Youth Development _____

Family & Consumer Sciences _____

Community Resource & Economic Development _____

Special Programs

Better Living for Texans (BLT) _____

Rio Grande Basin Initiative (RGBI) _____

Cooperative Extension Program (ANR/FCS/4-H) _____

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Program Leadership

County Coordinator _____

4-H and Youth Development Coordinator _____

Leadership Advisory Board (LAB) _____

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)

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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 & Consumer Sciences Projects
- 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 & Consumer Sciences Program Areas

Food & Nutrition..... _____

Major Family & Consumer Sciences 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 & Consumer Sciences

Texas Department of Health & Human Services..... _____
Texas Workforce Commission _____

Community Resource & Economic Development

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

County Elected Officials (List name of Individual)

County Judge **Name:**
Precinct 1 Commissioner **Name:**
Precinct 2 Commissioner **Name:**
Precinct 3 Commissioner **Name:**
Precinct 4 Commissioner **Name:**

State Elected Officials

State Senator **Name:**
State Representative **Name:**
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Federal Elected Officials

U.S. Congressman **Name:**
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Local Elected Officials

Mayor **Name:**
..... **Name:**
School Board President **Name:**

Major Media Serving the County (List Individual by name)

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
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Approved:

District Extension Administrator

Date