The County Extension staff, with the guidance of the District Director, is responsible for organizing and maintaining the County Extension Council.
Introduction
The Kentucky Cooperative Extension Service Council System involves local people and Extension staff together to ensure an effective Extension program.

County Extension Council
The County Extension Council is an organized body of volunteer leaders. They counsel with agents and help identify issues and community needs, give support to develop and carry out and evaluate non-formal educational programs that contribute to a county’s social and economic development. This organization works with the County Extension staff to attain the identified purposes and perform the specific Purposes and Functions that follow.

Purposes
- To identify issues and opportunities that serve as a basis for the County Extension program’s content and emphasis by helping set priorities and goals for the program “Plan of Work” through:
  1) Communicating and promoting Extension programs, procedures and opportunities to the people, organizations and governing bodies of the county.
  2) Ensuring that a broad-based Extension program is available to all county citizens.

Functions
- To meet with new Extension Agents appointed by the University of Kentucky for the purpose of reviewing local program needs and concerns. Council meets a minimum of four times a year (quarterly).
- To help the Extension staff set appropriate goals for the total county Extension program.
- To help the Extension staff in developing, implementing and evaluating county Extension programs.
- To monitor the county Extension program to promote an appropriate balance of Agriculture and Natural Resources, Family & Consumer Sciences, and 4-H Youth Development.
- To ensure the necessary volunteer leadership for conducting the three county Extension programs.
- To sponsor and conduct county-wide programs, which foster community and economic development.
- To interpret the program needs to the Extension District Board and other local bodies which may appropriate funds for Extension programming.
- In counties with an Extension District, such as Rowan County, the duties of the County Extension Council also include:
  1. Nominate individuals for consideration as Extension District Board members to the County Judge Executive.

2. Counsel with the Extension District Board in making and adopting rules and regulations for transacting Extension District business.

3. Cooperate with the Extension Service and Extension District Board in planning and conducting the county Extension District program.


Officers
- Officers include a president, vice-president, secretary/treasurer as per its constitution and by-laws.
- Officers are selected from the membership at the fall meeting.
- Officers of the council comprise the Executive Committee. Officers are elected for a two-year term and no officer shall succeed himself or herself in the same office for more than two terms.

Constitution and By-Laws
A set of By-Laws providing for County Extension Council operation and terms of membership shall be adopted and observed. By-laws are amendable by the membership.