A Paradox

The paradox of our time in history is that we have taller buildings, but shorter tempers; wider freeways, but narrower viewpoints; we spend more, but have less; we buy more, but enjoy it less.

We have bigger houses and smaller families; more conveniences, but less time; we have more degrees, but less sense; more knowledge, but less judgment; more experts, but more problems; more medicine, but less wellness.

We have multiplied our possessions, but reduced our values. We talk too much, love too seldom, and hate too often. We've learned how to make a living, but not a life. We've added years to life, not life to years.

We've been all the way to the moon and back, but have trouble crossing the street to meet the new neighbor. We've conquered outer space, but not inner space. We've cleaned up the air, but polluted the soul. We've split the atom, but not our prejudice. We have higher incomes, but lower morals. We've become long on quantity, but short on quality.

These are the times of tall men, and short character; steep profits, and shallow relationships. These are the times of world peace, but domestic warfare; more leisure, but less fun; more kinds of food, but less nutrition. These are days of two incomes, but more divorce; of fancier houses, but broken homes.

It is a time when there is much in the show window and nothing in the stockroom; a time when technology can bring this letter to you, and a time when you can choose either to make a difference, or just to... hit delete.

Author Unknown
SAC Strategic Planning Work Session Agenda
February 2, 2012

Set a base for work session …
   Confirm / modify meeting purpose
   Questions re: prep materials
   Agree on Feb. 2 work sequence
   Adopt / modify proposed items
   Set order of consideration

Do the work …
   Brainstorming / Organizing / Documenting

Wrap-up …
   Define any completion items prior to Feb. SAC Meeting
   Propose presentation method / form for Feb. SAC Meeting

Group hug ☺ and adjournment

Supporting Materials …

   Current Vision, Mission, and Goals statements
   SAC Communications Diagram
   Oct. 2011 SAC Group Work charts
   Work session outline and planning items
   Primary L4 goals
   CALS Org info

Work Session setup items …

   Marker boards & pens
   Easels & flip charts & pens & tape
   Note pads & pens for each member
   Computer
   LCD Projector
   Digital camera
Proposed SAC Strategic Planning Team Considerations

1. Purpose of February 2 Planning Team Work Session

   Define major work elements for Strategic Plan development
   Propose base timetable for Strategic Plan development
   Outline presentation (set up plan) for Feb 2012 SAC Meeting
   Define expectations/requirements from full Council consideration

2. Purpose for State Advisory Council Strategic Plan ...

   Definition of SAC Purpose   Definition of function, guide for action   Alignment, internal & external

3. Questions to consider ...

   WHY   WHO   WHAT   WHEN   HOW   Resources

   WHY (per the book Start with Why)
   Understand NCSU/CALS vision
   Define arena for State Advisory Council purpose
   Vision and Mission for SAC

   WHO
   Identify primary players
   NCSU
   CALS
   NC CES / LA ...
   SAC _ County Councils _ DEDs _ CEDs _ NC A&T _ x?? _ y??

   WHAT
   SAC primary functions (aligned with WHO)
   SAC Goals
   Specific action

   WHEN
   Identify timeframes for actions / checkpoints / completions
Proposed Planning Team Considerations ... continued

HOW

SAC
Periodic planning & review sessions / 2 per yr SAC meetings + 1 per yr SAC-SPC meeting
Committee meetings / Special work sessions / Cluster meetings / Specific task teams
Member education & development / PILD / SAC outreach

CALS/L4
Representation at selected SAC leadership functions
Specific SAC/L4 contact sessions (for updates, alignment)

OTHER GROUPS
Identify groups and their vehicles (that may affect SAC) for acting

RESOURCES
Future NC CES resource issues
SAC resources and their use
State Advisory Council members
Charge and Timeline
October 5, 2011

County Advisory Council
(Travis’ Group)

1 – 3 – 5 Year Strategic Plan

Steps

1) Communicate a vision for the council
   Who: Local council, County Commissioners, Local Staff
   Date: April 1, 2012

2) Establish guidelines for councils
   Who: Administration provides the framework
   Date: March 1, 2012

3) Develop the plan
   Who: Local & State Advisory Council
   Date: September 1, 2012

Assign County Advisory Council (CAC) members to attend Commissioners meetings (along with County Extension Director CED)

1) Communicate plan to staff
   Who: CED, Advisory Council
   Date: December 1, 2011

2) Public Comments at meetings
   Who: CED, SAC members, Advisory Council
   Date: December 1, 2011

3) Pre-establish commissioners relationships
   Who: CED, Advisory Leadership
   Date: On going

Meeting notes – Fall 2011 SAC meeting

Page 1 of 10
<table>
<thead>
<tr>
<th>Steps</th>
<th>Who</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Job description for County Advisory Members</td>
<td>SAC</td>
<td>Immediately</td>
</tr>
<tr>
<td>2) Measureable goals for council (SMART)</td>
<td>CED</td>
<td></td>
</tr>
<tr>
<td>3) Keep SAC positions filled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Standard orientation process (revised)</td>
<td>Administration</td>
<td>June 1, 2012</td>
</tr>
</tbody>
</table>
State Advisory Council  
(Greg’s Group)  

1 – 3 – 5 Year Strategic Plan  

Help in developing job descriptions for County Advisory Members with measurable goals (SMART).  

Steps  
1) Redevlop the Mission Statement  
Who  
SAC  
Date  
October 6, 2011  

2) Vision Statement (Dream)  
Who  
SAC  

3) Logic Model  
Problems  
Why  
Why/How  
do it a lot  
1 Yr  
3 Yr  
5 Yr  
Evaluation  

Logic Model - Year 1  
- Cluster meetings  
- Develop job description  
- Develop orientations ......  
- Media Advocacy  
- Develop communication system  

Evaluation of SAC / Local Advisory Council  
- Communicate  
- Validate  
- Advocate  
- Relationships  
- Market  
- Education  
- Cooperative Extension Programs  
- Train  
- Impacts  
- Benefits  
- Value
# Chair of County Advisory Council

(Dan's Group)

## Steps

### 3)
Make a list of key stakeholder in county who have an interest in council actions or extension programs. These could be prospective members or guest to invite

<table>
<thead>
<tr>
<th>Who</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED</td>
<td>January 1, 2012</td>
</tr>
<tr>
<td>Council Chair</td>
<td>List should be ready to be presented to council and revised yearly.</td>
</tr>
</tbody>
</table>

### 4)
Set short / long term goals
Send to District Extension Director (DED) followed by a yearly report

<table>
<thead>
<tr>
<th>Who</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED</td>
<td>1st meeting of fiscal yr.</td>
</tr>
<tr>
<td>Council Chair</td>
<td>Send to DED by 2nd mtg.</td>
</tr>
<tr>
<td>CAC</td>
<td>Send follow-up yearly</td>
</tr>
<tr>
<td>Steps</td>
<td>Who</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>6) Working Committee(s) to develop CAC training</td>
<td>Administration (Lead)</td>
</tr>
<tr>
<td></td>
<td>DEDs</td>
</tr>
<tr>
<td></td>
<td>SAC</td>
</tr>
<tr>
<td></td>
<td>CED</td>
</tr>
<tr>
<td>8) DED / SAC define standard means of CED upward communication &amp; verify that it is working</td>
<td>Jim C. will place on next DED agenda</td>
</tr>
<tr>
<td>9) Copy County Commissioner and SAC members on all email of county meeting / activities</td>
<td>DEDs to inform CEDs</td>
</tr>
</tbody>
</table>

**ACTION**

Develop clear expectation & tangible goals (Statewide)

<table>
<thead>
<tr>
<th>Who</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>February 2012</td>
</tr>
<tr>
<td>DEDs</td>
<td></td>
</tr>
<tr>
<td>SAC</td>
<td></td>
</tr>
<tr>
<td>Chair of County Advisory</td>
<td>County Extension Director</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Strong local connections</td>
<td>Standard Orientation Process</td>
</tr>
<tr>
<td>Training and accountability</td>
<td>Recruit and train CAC members to carry out CAC roles/responsibilities</td>
</tr>
<tr>
<td>Enforce membership attendance</td>
<td>Develop CAC agendas with chair of CAC</td>
</tr>
<tr>
<td>Meet/connect with SAC representative</td>
<td>Training and accountability</td>
</tr>
<tr>
<td></td>
<td>Relationship w/ county manager &amp; county commissioner chair</td>
</tr>
<tr>
<td></td>
<td>CAC attendance enforced</td>
</tr>
<tr>
<td></td>
<td>Empower CAC so members gain sense of ownership</td>
</tr>
<tr>
<td></td>
<td>Encourage CAC members to attend CES activities (2-3 yr)</td>
</tr>
</tbody>
</table>
|                           | Communicating to higher outcomes | DED and SAC member will visit CAC meeting together *
|                           | | "Map" connections with county and state leaders |
|                           | | Report to County Advisory Councils after each SAC mtg |
|                           | | Improve effectiveness of local Advisory Council |
|                           | | Advocate for community needs not positions |
|                           | | Use media to show program value to community |
|                           | | Each SAC member should be on cluster county’s mailing list |
|                           | | Identify legislative advocate in counties where you are not a constituent |
|                           | | Instill a sense of ownership for CAC activity and success |
|                           | | Help PLAN and *deliver district meetings |
|                           | | Work/partner with groups that are strong |
|                           | | SAG Local AC |
District Extension Directors

- Staffing – right people in right job
- District advocacy training (SEAL)
- DED and SAC member will visit CAC meeting together
- Assess effectiveness of Local Advisory Councils
- SAC member and DED visit CEDs to discuss CAC expectations
- Encourage CEDs to develop effective CACs
- Invite SAC members to CED meetings
- Get CED support for CAC
- Assist with CED hiring interviews

Training and accountability

Extension Administration

- Develop standard orientation process
- Help prepare SAC members to run for elected office – School boards, County Commissioners, etc.
- Hom of Plenty – (Statewide County Commissioner meeting) is important to market Extension (more commitment)
- Involve SAC and DEDs in developing effectiveness criteria
- Develop criteria for assessing SAC/CAC effectiveness
- Recruit and train SAC members and carry out roles
- Facilitation training for SAC members make part of orientation
- Provide best practices and options

Information flow:
- NCSU/NCA&T
- SAC/SPC
- DED / Regional Coor.
- Local SAC
- CED
NEXT STEPS

How do you measure your success of sharing the Extension story?
- Hearing "second-hand" stories of what folks have learned
- SAC and CAC members being known as Extension representatives
- When legislative assistants call to ask how something is going
- By knowing who are you allies and friends when in "need"
- By seeing if the circle of advocates has increased
- By being invited to share Extension story with other groups (e.g., Kiwanis, Rotary, etc.)

What is your most effective way of communication?
- Shout until your opponent gets tired and gives in

How do you contribute?
- There were not notes on the board for this response

What and whom are your connections?
- There were not notes on the board for this response

Effectiveness
- More at specialized level than ALC
- Some SAC, face to face, phone/email, letters to editor, political, advocacy
- Variation among counties
  ◦ Some ALC are check-lists, not engaged

Communication
- Email tree, SAC to Counties
- Empowering ALC's
- Facilitated Cluster meetings
  ◦ ID needs/issues – programmatic, Learn from others
  ◦ Develop community buy in
  ◦ Bring to SAC

Role of SAC member
- Facilitate clusters and ALC’s to become effective
- Facilitation training for SAC members - ?Part w/Orientation?
- Don’t advocate for position! Advocate for Community needs and results
- Work with the groups that are sharing

Extension Provides
- BPs and options
  ◦ Best Practices
- Locally implemented

DED and SEC member will visit CAC meeting together.
- Get CED support for CAC
- CAC attendance enforced
- District Advocacy Training (SEAL)
Workgroup discussion

- Effective training
- Effective CACs

SAC member and DED visit CEDs to discuss CAC expectations
- Encourage CAC members to attend CES activities, programs, BOCC, etc., (2-3/year) and report to CAC
- Develop process for defining the endpoint (Logic Model)
- Develop curriculum for training county advocate councils

Strategic Plan Committee
- Anne Hardison SE
- Ralph Warren, Convener NC
- Jim Parlier W
- Brenda Gilbert SC
- Sylvia Churchwell SC
- Barbara Tyre NC
- Sheri Schwab NCSU
- Greg Hoover DED

Challenges
- CAC are reorganizing
- CAC does not know what their role is
- How to inspire and motivate CAC members
- Educate CAC members
- CAC connections with County Commissioners and county leadership

Opportunities
- To know what CAC members are doing in each county
- SAC members attend county commissioner meetings and CAC county commissioners are invited to attend CAC board
- *Understand the key components; committees and how they function at CAC
- Implant a sense of ownership in the CAC
- DED invite SAC members to CED meetings
- SAC members plan District meetings

1. Get on mailing list (cluster)
   - Attend some community events
   - Assessment of local councils through county chairs, CED, and DED

All – Standard orientation process – check list, DED will hold CED accountable

2. Report to County Adv. Council;
   - Develop a protocol to communicate 3 times a year with cluster (county chairs)

3. Develop relationship as a SAC member and individual

Challenges
- Not a constituent
- No standard orientation process
- Define standard goals

Meeting notes – Fall 2011 SAC meeting
Workgroup discussion

1. Availability to staff
2. Work to involve stakeholders (school board, businesses; parks and rec.)

Challenges
- Staffing
- New County/adv leaders
NORTH CAROLINA COOPERATIVE EXTENSION SERVICE
State Advisory Council
Operating Procedures

Section 1 – Name
The name of this organization shall be North Carolina Cooperative Extension Service State Advisory Council.

Section 2 – Philosophy and Purpose
The North Carolina Cooperative Extension Service State Advisory Council was established to complete the development of the North Carolina Advisory Leadership System.

Mission:
The State Advisory Council advocates for the citizens of North Carolina with government and community leaders, promotes excellence by sharing the impact of North Carolina Cooperative Extension programs, ensures that Cooperative Extension programming meets local needs and serves as a liaison between local Extension and State Administrators.

Proposed Update:
The State Advisory Council advocates for North Carolina Cooperative Extension Service with government and community leaders and markets the impacts of Extension programs. The State Advisory Council helps promote the development of resources to support North Carolina Cooperative Extension Service. The State Advisory Council strives to ensure that North Carolina Cooperative Extension Service programming meets local needs and serves as a liaison between County Advisory Councils and State Administrators.

The State Advisory Council on behalf of the North Carolina Cooperative Extension Service:

• Advocates with government and community leaders
• Markets program impacts
• Promotes development of resources
• Ensures programming meets local needs
• Serves as a liaison between County Advisory Council and State Administrators.
Vision:

Through strong advocacy and communication efforts, the State Advisory Council helps to ensure that every community in the state participates and claims ownership with engaged citizens and committed advisory leadership in North Carolina Cooperative Extension programs.

Proposed Update:

Through strong advocacy, resource development and communication efforts, the State Advisory Council helps to ensure that every community in the state participates and claims ownership with engaged citizens and committed Advisory Leadership in North Carolina Cooperative Extension Service programs.

Goals:

The State Advisory Council will:

1. Work with local Extension Centers to develop and strengthen Advisory groups.
2. Serve as a liaison body between local Advisory groups and state Extension administration and Foundation Regional Directors.
3. Build relationships with federal, state and local government and community leaders to effectively advocate for North Carolina Cooperative Extension Service and private resource development.
4. Work with North Carolina Cooperative Extension Service state program leaders and University departments to ensure that programs are relevant and the resources are available at the county level for delivery of quality programs.
5. Market North Carolina Cooperative Extension Service as a leader in addressing the changing needs of rural and urban North Carolina communities.

Extension educational programs are primarily planned and delivered at the county level where local advisory councils and committees identify needs and develop educational programs. The State Extension program must reflect these needs plus the demands of regional and national levels.

Section 3 – Membership

As an official Advisory Council board to a publicly funded North Carolina agency, the membership shall include thirty-three leaders across the state consisting of five per Extension district, one N.C. A & T State University Liaison and two youth members. The State Director for 4-H will provide recommendations for the two youth members. Members will be appointed with attention to age, geographic, ethnic, gender, and occupational diversity.

The Director of North Carolina Cooperative Extension Service with the approval of the Extension Team shall appoint members for three-year terms. Youth members will serve two-year terms. Members may be asked to serve a second term but shall not be appointed to serve more than two consecutive terms. The Director will appoint an individual to fill an unexpired term of a Council member whenever a vacancy occurs.

Section 4 – Officers

The officers of the State Advisory Council shall be Chair, Vice-Chair, and Treasurer. North Carolina Cooperative Extension Service will provide secretarial services.

The Chair shall preside at all meetings and shall have general responsibility for the affairs of the Council, including the appointment of Council committees.

The Vice-Chair shall preside in the absence of the Chair and fulfill all other duties of the Chair if the Chair is unable to perform duties of the office. Under normal
circumstances, the Vice-Chair shall ascend to the office of the Chair.

The *Treasurer* shall maintain such funds as deposited by counties on behalf of the Council purposes. The Finance Committee **Treasurer** shall prepare a *proposed* budget annually. The Council shall consider and take action to approve a final budget at the summer meeting. Council shall approve the budget to authorize member and council expenses.

**Term of Office:**
The term of office is one year. Officers will only serve one term. At the will of the Council, officers may be asked to serve a second term. No Chair shall serve more than two consecutive terms. The office of Treasurer shall be considered as exceptional allowing the treasurer to serve more than two years to keep consistency in financial records.

**Election:**
The members of the council shall select officers. The Chair of the Council will appoint at the fall meeting a Nominating Committee of three members. This committee will work in cooperation with the Director of the North Carolina Cooperative Extension Service and present a slate of officers for election by the Council at the winter meeting. Nominations from the floor will be in order and accepted. A majority vote will be required. The new officers begin their term at the end of the summer meeting.

**Official Year:**
The official year for the Council shall be from July 1 through June 30 of the next year. This shall delineate terms of appointments and term of office.

**Section 5 – Meetings**
The Council shall meet three to four times per year. The Executive Committee **State Advisory Council Chair** and administrative team will plan the agenda for each meeting. Normally, the meetings will be held in a face-to-face setting; however, discussions and decision arrived at through phone conferences, email, web conferences and mail on specific proposals will also be considered as official meetings of the Council.

**Section 6 – Committees**
The Chair of the State Advisory Council shall appoint committees as needed. Ongoing committees shall be Executive, Advocacy, Marketing, Communications, Finance, Strategic Planning and Nominating. The Chair shall appoint committees except for the Executive Committee, which is comprised of the Chair, Vice-Chair and Treasurer.

**Executive Committee** — the purpose of the executive committee is to consult when required between formal meetings and to act on matters related to the management of the State Advisory Council. This includes State Advisory Council development, governance, and procedures and financial matters.

**Advocacy Committee** — the purpose of the advocacy committee is to promote and implement advocacy efforts to support Cooperative Extension. This includes communication with national, state and local elected officials and key leaders.

**Marketing Committee** — the purpose of the marketing committee is to support statewide marketing efforts in coordination with the Cooperative Extension Marketing Director and to make recommendations concerning marketing to the Council.

**Communications Committee** — the purpose of this committee is to have effective communication regarding the Advisory Leadership System both internally and externally to Cooperative Extension. Two major roles of this committee are the LINK newsletter and to review the Advisory Leadership System website.

**Finance Committee** — the finance committee will meet when necessary concerning the financial records of the State Advisory Council, decide on financial policies and submit proposed budgets to the State Advisory Council.

**Strategic Planning Committee** — The Strategic Planning Committee consists of one member from each district appointed by the Chair of the State Advisory Council. This committee will meet after the summer meeting to review the plan and develop a proposed plan for the following year.

**Nominating Committee** — a committee of three appointed by the Chair of the State Advisory Council recommends and presents a slate of officers to the State Advisory Council.

**Section 7 — Quorum**

A quorum shall consist of those members present. This quorum policy shall include all face-to-face meetings, prescheduled phone conferences, and electronic mailed responses to specific proposals.
Section 8 – Amendment

These operating procedures may be amended or modified by the duly appointed members of the Council at any regularly scheduled meeting with the concurrence of the Director of North Carolina Cooperative Extension Service. Written proposals must be provided to the Council at least ten days prior to the scheduled meeting.

Section 9 – Attendance Requirement

Active participation of members is VERY important and valued. Advisory Council members should notify the Chair and/or Extension Director in case of a need to miss a meeting. Two consecutively missed meetings shall prompt a discussion between the member and the Director of North Carolina Cooperative Extension Service to evaluate the member’s availability to fulfill important roles. If a member missed three consecutive meetings, this shall constitute resignation from the council. Members can also resign by writing the Chair or Director if duties of the role cannot be fulfilled. Final decision on membership will be from the Executive Committee.

Section 10 – Disposition of Funds Should the State Advisory Council Dissolve

The State Advisory Council would contribute all funds to the North Carolina Extension Service Foundation should dissolution occur.

Section 11 – Equality

The State Advisory Council and the Advisory Leadership System are open to all persons regardless of race, color, national origin, sex, age, or disability.

Section 12 – Finance

State Advisory Council members shall approve the State Advisory Council Budget annually. Funds allocated to Districts need approval of the District Extension Director in consultation with the State Advisory Council treasurer and the Advisory System Leader to be disbursed.

Section 13 – Annual Report

Reports will be made annually at the June meeting documenting accomplishments during the previous year. These reports will be given during the “District Meetings.”
Good afternoon Strategic Planning Team,

As Joy has performed follow-up tasks and reviews of our March proposals one item that the administration asked us to reconsider was our vision statement. While there was no detailed objection the general concern appeared to be an interest in more highlighting of the role of SAC. Today, 9/09/10, Joy and I met to work on financial details and the readying of the Strategic Plan documents for SAC member review. She and I have modified our initial team statement for your review and comments.

As a review, we six had jointly constructed a visual illustration of how we saw SAC fitting into and enhancing CES success. That included a focus on the CEDs and their County Advisory Councils, with SAC members connecting cluster CAC leaders and their CEDs as a means of sharing and improving operations in addition to greatly enhancing collection of issue information and dissemination of CES news and plans. The communication paths built and strengthened would help CES reach its expectation of literally connecting to every community in the state. Our 1 page graphic included DED and NCSU connections to our County involvement.

The March 2010 vision statement is printed below.

Through strong advocacy, resource development and communication efforts, the State Advisory Council helps to ensure that every community in the state participates and claims ownership in North Carolina Cooperative Extension programs through engaged citizens and committed Advisory Leadership.

In an effort to deliver a concise, easy (somewhat) to remember statement that focuses on Who/What/Why but does not expand upon the implementation elements the following is proposed:

The State Advisory Council builds pathways within the Advisory Leadership System to benefit all North Carolina citizens Carolinians through NC Cooperative Extension Service programs.

Will you each please consider the proposal and write your comments back to me? Joy will package the result with the other preparation to distribute for full SAC review prior to our October meeting. Thank you again for your outstanding service in March and, in advance, for your quick attention to this request for help!

Ralph
State Advisory Council Annual Plan of Action  
July 1, 2010 – June 30, 2011

Goal 1: Work with local Extension Centers to develop and strengthen Advisory Groups.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All SAC members assigned a cluster of counties</td>
<td>SAC/CED/DED</td>
<td>Winter 2011 SAC meeting</td>
<td></td>
</tr>
<tr>
<td>All SAC members meet with cluster CED’s and County Advisory Council Chairs</td>
<td>SAC members</td>
<td>June 2011</td>
<td></td>
</tr>
<tr>
<td>Promote SEAL Curriculum</td>
<td>SAC members/CED</td>
<td>October, 2010</td>
<td></td>
</tr>
<tr>
<td>Appoint study committee to capture experience of former SAC members</td>
<td>SAC Chair</td>
<td>June, 2010</td>
<td></td>
</tr>
</tbody>
</table>

Goal 2: Serve as a liaison body between local Advisory groups and state Extension administration and Foundation Regional Directors.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Time</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with each CED and County Advisory Chair in your cluster</td>
<td>SAC member</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Meet with your DED</td>
<td>SAC member</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Request to be on county mailing lists for cluster counties</td>
<td>SAC member</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Invite Regional Foundation Directors to promote Partnering for Progress</td>
<td>CED/SAC member</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Attend CES/Advisory Meetings when appropriate</td>
<td>SAC member</td>
<td>Annually</td>
<td></td>
</tr>
</tbody>
</table>