



## MSU Extension and AgBioResearch State Advisory Council Operational Guidelines

Michigan State University (MSU) Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. AgBioResearch engages in innovative, leading-edge research that combines scientific expertise with practical experience to generate economic prosperity, sustain natural resources, and enhance the quality of life in Michigan, the nation and the world.

The MSU Extension and AgBioResearch State Advisory Council is a network that provides organized citizen input to inform research and outreach. The Council serves as a liaison between MSU Extension district and county councils, AgBioResearch center advisory groups, state agencies and other organizations. The Council helps identify and prioritize issues, seeks collaborations and resources, and communicates to others the importance of MSU Extension and AgBioResearch programming. Council members communicate with policymakers and other stakeholders the importance of MSU's educational programming, applied research and outreach.

Diversity, Equity and Inclusion are important, interdependent components of everyday life in the College of Agriculture and Natural Resources (CANR) including MSU Extension and AgBioResearch. Diversity, Equity and Inclusion are critical to our pursuit of academic excellence. Our aim is to foster a culture where every member of CANR feels valued, supported and inspired to achieve individual and common goals with an uncommon will. Learn more about our Diversity, Equity and Inclusion statement at <https://www.canr.msu.edu/diversity/dei-statement>.

### **Purpose**

- To provide a network for communicating the availability and importance of MSU Extension's educational programming and AgBioResearch priorities to state government, organizations, and the general public.
- To increase awareness of issues currently facing MSU Extension and AgBioResearch.
- To facilitate communication between MSU Extension and AgBioResearch, the district and county Extension councils, and AgBioResearch center advisory groups, as well as selected statewide organizations and agencies.
- Be open to facilitate development related conversations and identify opportunities for MSUE/ABR/CANR to engage others in philanthropy.
- To provide learning experiences for Council members that result in expanded networks and leadership opportunities.

## **Membership**

The State Advisory Council will have up to 25 members: One each from the 14 MSU Extension Districts with the exception of District 11 which will have three Council members to reflect the population base of Southeast Michigan. There are also three representatives appointed from AgBioResearch centers and up to six additional members appointed by the directors of MSU Extension and AgBioResearch to represent various organizational and agency partnerships.

- Each member shall serve a three-year term. No member will serve more than two consecutive terms.
- The MSU Extension and AgBioResearch directors review all nominations and applications received. The directors appoint new Council members each year in consultation with the CANR Director of Government & Stakeholder Relations and organizational leadership.
- To remain a member in good standing, it is expected that Council members will attend all meetings. If they are unable to attend, they will be excused from a meeting with prior notice. Exception, of course, will be made for any emergency situation. Any member absent from three consecutive meetings will be considered a voluntary resignation. Any Council member may relinquish their position at any time by contacting the MSU Extension and AgBioResearch directors.

## **Responsibilities of Members**

- Develop an understanding of MSU Extension and AgBioResearch programming and priorities.
- Provide input to MSU Extension and AgBioResearch leadership in setting priorities for new and existing educational programming and research.
- Develop an awareness of and provide support and guidance for MSU Extension and AgBioResearch's commitment to diversity, equity and inclusion. Diversity is a word describing many human differences. It can include characteristics of race, age, color, ethnicity, gender, sexual orientation, gender identity, gender expression, religion, national origin, migratory status, disability/abilities, political affiliation, veteran status and socioeconomic background as described in MSU's anti-discrimination policy. Equity requires providing justice, fairness and access to opportunities and resources for all members of the communities we serve. Inclusion is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate.
- Actively participate in MSU Extension district, AgBioResearch center and/or organizational activities so the issues and opportunities discussed in these settings can be represented during discussions at the state level.
- Be available to support and mentor district and county MSU Extension councils and AgBioResearch advisory groups as requested or as needed.
- Recruit and orient new Council members as requested or as needed.
- Communicate with leaders and policy makers at all levels as a representative of MSU Extension and AgBioResearch.
- Assist MSU Extension and AgBioResearch in facilitating support for educational and research efforts and, as appropriate, engaging others in philanthropy and development initiatives.
- Ensure that the mission and vision of MSU Extension and AgBioResearch and the interests and needs of clientele are represented on a nondiscriminatory basis without regard to race, age, color, ethnicity, gender, sexual orientation, gender identity, gender expression, religion,

national origin, migratory status, disability/abilities, political affiliation, veteran status and socioeconomic background.

- Return emails and/or phone calls in a timely, professional manner.
- Review all materials prior to Council meetings to help ensure conversations are productive and engaging

### **Commitment of Members**

- Our Council members actively work to foster a culture where all members feel valued, supported and inspired to achieve individual and common goals with an uncommon will.
- When representing MSU Extension and AgBioResearch in all settings, State Advisory Council members cannot endorse or oppose any federal, state or local candidate running for political office or any ballot initiatives.
- When representing MSU Extension and AgBioResearch, State Advisory Council members will follow MSU's social media guidelines available online at:  
<https://www.canr.msu.edu/anrcom/social-media-website/social-media-downloads>

### **Meetings**

The Council meets in-person twice a year. Each of these meetings are held over the course of two days. The March meeting is held in Lansing to facilitate contact with state elected officials. The fall meeting is held in September or early October at an outstate location to provide for on-site visits at an AgBioResearch Center and/or at local MSU Extension programming locations.

Meals and lodging are provided and members are reimbursed for all travel to and from the in-person meetings.

Two additional meetings (summer and winter) are conducted via electronic communications and usually last about two hours. Members are provided access at a local MSU Extension office or can participate from their home or office computer or phone.