

# **Civil Rights Basics: Advisory Committees**

Each program committee must be geographically representative, as well as representative of other major factors relevant to the program.

If there are minorities and/or females in the target clientele that the committee represents, there must be minority and/or female representation on the committee.

Membership lists should be coded by race and gender.

Minutes should be kept of committee meetings, reflecting the attendance record of the individual members. Discussions about CR should be held at least annually reviewing the status of Civil Rights compliance in the Extension programs within the scope of the committee's interest and responsibility. Corrective actions to be taken if programs are out of parity.

## **Guidelines & Procedures**

- Must be representative of the potential audience for the program committee by race and gender
- If overall advisory, should be representative of county by race and gender.
- CR discussion must be reflected in the minutes of the meeting for each program area.
- Minutes should reflect the active participation of minority members in the group.