

**CHECKLIST OF QUESTIONS:
TO KEEP OR REPLACE?**

The following questions are intended to help guide decisions about advisory council members who have not been active in their role. It can be used as a discussion guide in a faculty meeting or with an expert panel when the council is being renewed.

- Does the member know the expectations of the advisory leader job?
- Were operating guidelines of the council reviewed during the member's orientation?
- Has the member been asked to do specific tasks for the advisory council?
- Does the member bring special skills, knowledge or resources to the council?
- Is advisory council work not getting done because this member is not active?
- Has the member served more than two consecutive terms or more than 6 years?
- Is there another person with similar skills who could replace this member?
- Are there people in the member's network that are exclusive to this member?
- Is the member serving their advisory role beyond attending meetings?
- If the member is rotated off the council, will the community be impacted?
- Will Extension or its programs be impacted if the member is rotated off?
- Have current advisory leaders or community leaders been involved in discussions about replacing the member?
- Have you done all you can do to involve the advisory leader appropriately?