

# **Board Organizational Meeting Module**

### Presenter's Guide

Extension Boards are asked to review Extension Laws, policies and procedures once each year. Because both Extension Councils and District Governing Bodies operate on a calendar fiscal year, organizational meetings are typically conducted in January as boards review agent action plans as well as policies and procedures for the upcoming year.

## **Objectives**

#### Board members will:

- Review Cooperative Extension Service law and other laws important to board operation.
- Review K-State Research and Extension policies that pertain to boards.
- Review agents' job descriptions and action plans, as well as staff policies.

#### **Resources Needed**

- PowerPoint presentation Board Organizational Meeting
- Handbook for County Extension Councils and District Governing Bodies
- Extension Board Member Position Description
- Handouts
  - 1. Memorandum of Understanding
  - 2. Responsibilities and Duties of the Extension Board
  - 3. Guidelines for Expanding PDCs
  - 4. Kansas Open Meetings Act
  - 5. Kansas Open Records Act
  - 6. Extension Extramural Funds Policy
  - 7. GAAP Waiver Resolution
  - 8. Professional Scheduling Policy
  - 9. Suggested Calendar for Routine Agenda Topics

## **Module Outline**

- Review objectives
- Present PowerPoint: Board Organizational Meeting
- Provide Copies of Handbook for County Extension Councils and District Governing Bodies and handouts for this module