

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 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