

## **Program Development Committee: Member Position Description**

### **Purpose**

Program Development Committee (PDC) members work together with extension agents to develop local programming.

### **Responsibilities**

Working with agents, PDC members understand and promote the mission of K-State Research and Extension and serve their communities by completing the following tasks:

- Assess needs and issues of agricultural producers, communities, families, and youth.
- Identify new local audiences and develop a proactive plan to expand the scope of extension programming.
- Use K-State Research and Extension resources to meet local programming needs.
- Develop program action plans to address community needs and submit those plans to the extension board and regional director for review and approval.
- Implement, participate in, and evaluate extension programs.
- Promote K-State Research and Extension program successes and impacts.

### **Qualifications**

- At least 18 years old and a resident of the county in which the PDC is represented.
- Interested in working within the philosophy and mission of K-State Research and Extension.
- Willing to work closely with the local extension agent and other members of the PDC.
- Sincere interest in improving the quality of life for community residents.

### **Time Required**

In counties, a PDC member serves a two-year term. In districts, PDC members are appointed annually. Members are expected to participate in PDC meetings scheduled throughout the year.