

## Program Development Committee: Serving as a Committee Member

The local extension program is a partnership of K-State Research and Extension and residents of the county or district. Residents can become active partners by serving as members of a program development committee, or PDC.

Serving on a program development committee is an opportunity for individuals who have an interest in helping their local communities and who would like to develop their personal leadership skills.

### PDC Formation and Structure

Kansas extension county and district laws\* require four program development committees, with six or more members serving on each committee. In counties, members of the committees are elected, and additional members may be appointed. In districts, all PDC members are appointed.

Program development committees focus on four core areas:

- Agriculture and Natural Resources
- Community Development
- Family and Consumer Sciences
- 4-H Youth Development

Other committees may be appointed in areas such as horticulture, livestock production, nutrition, or family resource management.

Each Program development committee has a chair who plans the agenda with an agent and convenes the meeting. Program development committees are advisory in nature. A PDC representative also serves on the board and reports the group's work to board members.

### Planning Educational Programming

The members of each PDC work together with agents to develop local extension programming: a deliberate, continuing sequence of planned events,

activities, and strategies focused on a common outcome. Program participants gain knowledge, acquire skills, make decisions, and change behaviors. Educational activities might include informal classes, presentations, workshops, experiential learning, websites, social media, group facilitation, and volunteer efforts.

### Roles

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

- Expanding committee membership to ensure representation of important constituencies in local communities considering geographic distribution, age, gender, race, or other factors.
- Identifying needs and issues of agricultural producers, communities, families, and youth.
- Noting audiences in the county or district who are not being served and developing a proactive plan to engage them.
- Locating programming resources from K-State Research and Extension to meet local needs.
- Developing program action plans\*\* to address needs.
- Submitting action plans to the extension board and regional director for review and approval.
- Implementing and participating in educational programming.
- Evaluating programming outcomes and reporting progress to the board.
- Articulating to others the role of the local K-State Research and Extension program.

\*See [Handbook for County Extension Councils and District Governing Bodies](#) for additional information.

\*\*Program action plans describe the steps that will be taken to obtain two or three educational outcomes.