

## Program Development Committee: Guidelines for Expansion

The local extension program is a partnership of K-State Extension and local residents who can become active partners by serving as members of a Program Development Committee (PDC).

Kansas county and district extension laws\* require a minimum of four program development committees, with six or more members serving on each committee. In counties, committee members are elected. In districts, members are appointed.

### Review Membership

Local extension boards are encouraged to review the membership of PDCs and, if appropriate, expand the membership. Membership expansion can help ensure representation of constituencies considering geographic distribution, age, gender, race, and other factors. PDCs also can be expanded by appointing additional members who have an interest and expertise in specialized areas of programming-horticulture or nutrition, for example.

### Suggested Process for Expanding a PDC

If the board determines the PDC should be expanded, board and PDC members brainstorm to suggest names of possible committee members and determine which individuals will be contacted. Follow the process outlined in [Recruiting Board and PDC Members](#) from the Board Leadership Modules.

The local extension board is responsible for issuing an invitation to serve as a member of the expanded PDC. It is appropriate to make appointments at the beginning of the year, although additional appointments can be made throughout the year. Expanded members would serve for one year and could be reappointed.

### Responsibilities of Expanded PDCs

The responsibilities of expanded PDCs are the same as those outlined in the [Handbook for County Extension Councils and District Governing Bodies](#) and in the document [Serving as a Member of a Program Development Committee](#).

All PDCs are responsible for determining when new audiences exist in the county or district and to develop a proactive plan to engage them. Outcomes of efforts to expand audiences and program participation are noted by agents in the Annual Civil Rights Mini-Review, the comprehensive Civil Rights review, and other annual reports.

\*Reference: Handbook for County Extension Councils and District Governing Bodies