

# **Recruiting Board and PDC Members**

## *Presenter's Guide*

This module provides information to help K-State Extension local board members fulfill their responsibilities to recruit new members. The local unit director, other agents, or experienced board members are the intended presenters. Allow about 10 to 15 minutes during a board meeting to introduce the topic. The work outlined in the module may continue over two to three months.

## **Objectives**

- Board members will understand and carry out their responsibility to nominate candidates for open positions on program development committees (PDCs).
- The board will review local unit census data and strive to have the demographics of the local board and PDCs reflect community demographics.
- The board will identify characteristics of an effective PDC or board member.
- Current board members will generate a slate of candidates who would be effective as members of PDCs or as future board members.

## **Resources Needed**

- Recruitment Worksheet
- Recruitment Script
- Consent to be Nominated
- KSU8-4a for positions to be filled in counties or KSU 9-4 for positions to be filled in districts
- PDC Member Position Description
- Extension Board Member Position Description

## **Module Outline**

- Review Objectives.
- Review Recruitment Worksheet, which helps identify nominees.
- Assign board members to contact potential nominees. Refer to Recruitment Script.
- Local office will send Consent to be Nominated form to nominee.