

Recruiting Board and PDC Members

Recruitment Worksheet

Use this worksheet to brainstorm preferred qualities of nominees to program development committees.

- A. Using US Census data, compare your local unit's demographics with the demographics of the Extension board and program development committees as reported on the KSU 8-4 or KSU 9-4 form.
 - Census data can be found at www.census.gov/quickfacts
 - The Local Unit Statistical Worksheet can be found at www.ksre.k-state.edu/employee resources/program-ing/other resources/Local Unit Data Worksheet.pdf
 - Do the demographics of your board and program development committees reflect the demographics of the community?

	What audiences are not represented? Keep this information in mind when brainstorming possible members.				
_					
В.	List characteristics you would look for in future board and program development committee (PDC) members:				
_					

- C. Some of the following groups of people or audiences may include potential nominees:
 - Individuals who have served on expanded PDCs
 - Individuals who represent nontraditional extension users
 - Participants in or contributors to extension programs
 - Individuals with other leadership experiences
 - Graduates of local leadership programs
 - Active participants in other community boards

st other local group	1		

- D. Using the chart below, list possible nominees who might meet the characteristic list developed above.
- E. Decide who will contact the potential nominees and use the Recruitment Script to determine if the individual would be able to fulfill a role on the PDC/Board.

Note: Contacting the nominees is a board responsibility but may be delegated to a PDC member. This is not a local staff responsibility because of the potential conflict of interest should the individual be elected to the board.

Nominee Name	Phone Number/Email	Board Member to Contact Nominee