

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.

- B. 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

List other local groups or audiences where potential members might be recruited:

- 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