

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