

## Duties of Local Unit Administrative Liaison

One of the greatest partnerships that exist in our nation is the one found between local extension units and Kansas State Extension (KSE). Together, they coordinate much-needed educational programming for the citizens of Kansas. Communication between KSE and all 67 local extension units is critical to working together in achieving our shared goals.

Input from local unit board members, state extension advisory council members, and local unit extension directors has endorsed creating Local Unit Administrative Liaisons with each local extension board or governing body.

- **The intent of this position(s) is to create** a stronger communication stream between the administrative bodies of local extension units and KSE administration.
- **Each local unit will appoint** a liaison and alternate to attend meetings between KSE administration and local unit boards to engage in dialogue on issues affecting extension.
- **Liaisons are not meant to replace** the transfer of knowledge by local unit directors and agents but to enhance the transfer of information.
- **Dedicated liaisons will be responsible** for attending quarterly Partnership meetings, reading board newsletters from KSE, and reporting this information back to the local unit board and staff.
- **All board members are invited** to read the newsletters and participate in the meetings, but a liaison will help maintain a dedicated communication stream.
- **A liaison can be** someone who already routinely attends these events or any other board member.
- **Next step:** Each local unit board will appoint their designated liaison and submit contact information to Penny Adams ([padams@ksu.edu](mailto:padams@ksu.edu)).
- **Going forward** the appointment can be done when officer elections are done and recorded on the updated 8-4 and 9-4.