

# Excellence in Board Leadership

## Board Assessment for \_\_\_\_\_

(local unit)

### Description

This voluntary assessment is designed to support local extension boards in leadership and development. The assessment may be used early in the year to set goals to work on throughout the year.

At the end of the year, board members complete the self-assessment individually by entering 2 points for **Yes**, 1 point for **Working on it**, or 0 for **No** after each item. A board member or local unit director should summarize the results and determine the final ranking. The results should be submitted through the Excellence in Board Leadership Assessment Qualtrics survey or by emailing a PDF of the final assessment to Laurie Chandler, [lchandler@ksu.edu](mailto:lchandler@ksu.edu), by January 1.

Boards that accumulate at least 65 points will be recognized.

### Board Development

	Yes 2 points	Working on it 1 point	No 0 points
1. The board uses the <i>Recruiting Board and PDC Members</i> module to review the local unit demographics, and recruits board and PDC members that reflect the community.			
2. The board includes a balance of new and experienced members to guarantee both continuity and new thinking.			
3. Board membership reflects the community's makeup. Members have a combination of skills necessary to carry out their work: management, education, fiscal responsibility, and professional skills/talents.			
4. Board members have reviewed the <i>Board Member Position Description</i> and new members are oriented with the <i>New Board Member Orientation</i> module.			
5. The board identified a liaison who participates in the quarterly partnership meetings to gain knowledge of extension programming and current issues. They communicate what they have learned to the entire board.			
6. Members review the <i>Board Leadership Module Checklist</i> to determine appropriate use of modules, either at board meetings or by individual members.			
7. The board uses efficient and effective processes to dispense with routine business (i.e. consent agenda).			
8. Board members welcome differing opinions, which leads to healthy discussion and result in outcomes that members support.			
9. The board has completed the annual training on <i>Civil Rights</i> and has discussed local unit civil rights efforts.			
<b>Section subtotal</b>			

<b>Management</b>			
The board:	Yes 2 points	Working on it 1 point	No 0 points
10. Annually reviews county or district policies and revises as necessary.			
11. Annually reviews the <i>Memorandum of Understanding</i> with K-State Extension.			
12. Supplies to all board members at the beginning of the year documents including — but not limited to — a list of board members, minutes, budget, policies, and program action plans.			
13. Reviews agenda and supporting documents before the meeting.			
14. Focuses primarily on policy, program, budget, personnel, and planning proactively for the future. Day-to-day issues are delegated to appropriate employees.			
15. Holds regularly scheduled meetings with a quorum participating at each meeting.			
16. Starts and ends meetings on time.			
17. Encourages meetings involving open discussion, general participation, and active thinking together.			
18. Has active committees, as needed, with specific assignments and responsibilities: personnel, nominating, budget, etc.			
19. Chair and local extension director communicate frequently regarding issues important to the local program.			
20. Maintains appropriate insurance coverage for board members, employees, and volunteers.			
21. The board completed the appropriate civil rights documentation (comprehensive civil rights review every four years beginning in 2020 with annual checkups in interim years).			
<b>Section subtotal</b>			
<b>Public Relations</b>			
The board:			
22. Regularly communicates K-State Extension program outcomes with stakeholders, funders, and the public.			
23. Dedicates resources and effort toward marketing K-State Extension to the public.			
24. Selects and recognizes a local individual or business with the Extension Appreciation Award.			
<b>Section subtotal</b>			

<b>Program</b>		<b>Yes 2 points</b>	<b>Working on it 1 point</b>	<b>No 0 points</b>
25.	PDCs and agent(s) work together to identify local needs and educational strategies, develop and review progress on program action plans, and evaluate outcomes.			
26.	The board ensures that PDCs are reviewing the parity statistics annually and strategically planning efforts to reach audiences not currently being served. (Programs are in parity when the percentage of each racial/gender/ethnic category of program participants is within 80 percent of the potential clientele group for that category)			
27.	The board reviews and approves program action plans.			
28.	The board appoints individuals to PDCs who are not otherwise represented (considering geographic distribution, age, gender, race, etc.).			
29.	Representatives of each PDC regularly report to the board on program progress and outcomes.			
30.	Board members participate in local extension programs as learners or volunteers in addition to attending regular board meetings.			
<b>Section subtotal</b>				
<b>Personnel</b>				
The board:				
31.	When there are position vacancies, the board recruits and hires a workforce that is representative of the local community (agents in partnership with K-State Extension, office professionals, program assistants, and other local unit employees.)			
32.	Helps new agents, if applicable, become acquainted in the community.			
33.	Encourages and provides financial support for agents and staff to participate in employee professional development. (Approximately 10% of an extension professional's time should be devoted to professional development.)			
34.	Members acquaint themselves with each agent's program responsibilities and program outcomes during the year to prepare to conduct an effective performance review.			
35.	Members each complete a performance review for each agent.			
36.	Compensates agents with salaries that reflect their years of experience, professional responsibilities, performance, and leadership in the community.			
<b>Section subtotal</b>				

## Budget

The board:

		Yes 2 points	Working on it 1 point	No 0 points
37.	Prepares and submits the annual budget to provide adequate operating expenses to support the local K-State Extension program.			
38.	Researches major purchases and plans long-range expenses (i.e., equipment replacement plan).			
39.	Compensates office professionals and program assistants with salaries that reflect their years of experience, responsibilities, and performance.			
40.	Provides office professionals and program assistants with benefits that include vacation and sick leave, KPERS retirement, health insurance, and others, if appropriate.			

### Section subtotal

## Volunteer Leadership

The board:

41.	Believes volunteers are critical to K-State Extension, valuing and supporting volunteers in its educational programs.			
42.	Follows K-State Extension policies and procedures in implementing a comprehensive process for recruiting, selecting, screening, and training volunteers and staff.			
43.	Supports staff by intentionally encouraging them to devote a significant amount of time to volunteer management, including recruiting, screening, training, supervising, and recognizing volunteers.			
44.	Recognizes staff for skills and competencies in volunteer leadership.			
45.	Encourages staff to participate in professional development related to volunteerism.			
46.	Can describe how volunteer involvement benefits both the volunteers and the programs they serve.			

### Section subtotal

### Total points

Board Chair \_\_\_\_\_ County / District \_\_\_\_\_

Date \_\_\_\_\_

Send completed form to Laurie Chandler, [Ichandle@ksu.edu](mailto:Ichandle@ksu.edu), by January 1.