

## Extension Board Member Position Description

K-State Extension helps to support the university's land grant mission. With a presence in all 105 counties, Extension agents help connect local residents with the university's resources so they can solve problems and improve their lives, livelihoods, communities, and state.

The local extension board is a partner with K-State Extension and is responsible for oversight of the local educational program, supervision of the professional extension agent staff and establishing a budget.

### Board Member Expectations

- Work in partnership with K-State Extension and the local unit director to transact the business of the local extension program including oversight of educational programming, hiring and supervision of extension agents and developing the budget.
- Participate fully in regularly scheduled board meetings to carry out the duties of the board. Take time to review the minutes, financial statements, and agent reports before each meeting.
- Volunteer to serve on board committees and/or as an officer.
- Read and review KSE Board Excellence Newsletter.
- Work with the local unit director to develop a budget for the council/district and participate in public hearings and presentations of the budget.
- Review monthly financial operations of the local unit.
- Become familiar with each agent and his or her programs.
- Attend extension sponsored educational events.
- Review and approve agents' action plans
- Participate in agent performance review process by completing performance documents for each agent.
- Market extension programs to the public and advocate for support of local programs.
- Complete annual civil rights training and help ensure the local extension program makes all reasonable efforts to reach all audiences.
- Review modules on the Board Leadership website to better understand a board member's role.
- Participate in the K-State Extension Quarterly Partnership Zoom meetings.
- Provide input into the Excellence in Board Leadership Summary.

### Qualifications

- At least 18 years of age and a resident of the local unit.
- Interested in working within the mission of K-State Extension.
- Willing to work closely with the local unit director, regional director, and other members of the board.
- Sincere interest in improving the quality of life for local unit residents.

### Time Required

Board members should be prepared to commit the time to accomplish the expectations listed in this position description. A minimum of three to four hours per month is required to prepare for and participate in local unit board meetings. In counties, extension board members serve a one-year term that is renewable for up to a maximum of four years. In districts, board members serve a four-year term.