

## Responsibilities and Duties of the Extension Board

### **The Extension Board shall:**

1. Conduct a yearly review of the Memorandum of Understanding between Kansas State University and the local board.
2. Transact all business of the local unit.
3. Control all property of the local unit.
4. In cooperation with the Director of Extension, select and appoint extension agents.
5. In cooperation with the director's representative, determine extension agent compensation.
6. In cooperation with the director's representative, supervise the extension agents.
7. In cooperation with the director's representative, approve all accounts and expenditures of funds of the local unit.
8. Fill vacancies in offices and membership of the council and board.
9. Take and sign oath of public office.
10. Approve program plans prepared by program development committees.
11. Pay for the bond of the treasurer of the board.

### **County Extension Councils have these additional responsibilities:**

12. Hold a joint board meeting with the newly elected board each year between January 2 and January 15, to provide all reports, records, and other information necessary to the operation of the program.
13. Fix the date, time, and place for each election in the commissioner districts or the county at large, and the annual meeting of the council.
14. On or before July 15 of each year, file with the county commissioners in the office of the County Clerk:
  - a. List of the current members of the council and board
  - b. Certification of election of officers
  - c. Certificate by the Director of Extension that the council is properly functioning and entitled to receive the appropriations provided by law
  - d. A proposed budget, prepared in cooperation with the director's representative.
15. Pay the cost of publishing public notices of annual election meetings and the annual meeting of the council.

### **District Extension Boards have these additional responsibilities:**

16. Organize annually in January by electing from among the members a chair, vice-chair, secretary, and treasurer.
17. Appoint program development committees to develop educational programming in agriculture, family and consumer science, 4-H youth development, and community development.
18. With the director's representative, adopt the annual budget for the district.
19. Make an annual tax levy to fund the local extension educational programming.

Each of the foregoing duties is specified by law. The board may also desire to develop a written set of policies for the guidance of the Program Development Committees, council, and the board.

Source: *Handbook for County Extension Councils and District Governing Bodies*