

Excellence in Board Leadership

Board Assessment for _____

(local unit)

Description

This voluntary assessment is designed to support local K-State Research and Extension boards in leadership and development. The assessment may be used early in the year for planning and then implemented throughout the year.

At the end of the year, the board completes this self-assessment by entering 2 points for **Yes**, 1 point for **Working on it**, or 0 for **No** after each item. Submit the assessment to Laurie Chandler, lchandler@ksu.edu, by January 1.

Boards that accumulate at least 60 points will be recognized at annual partnership meetings.

Board Development

	Yes 2 points	Working on it 1 point	No 0 points
1. The <i>Recruiting Board and PDC Members</i> module is used to identify prospective members.			
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. New members are oriented with the <i>New Board Member Orientation</i> module.			
5. Board representatives attend the partnership meeting 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 diverse opinions, which lead to healthy discussion and result in outcomes that members support.			
Section subtotal			

Management

	Yes 2 points	Working on it 1 point	No 0 points
The board:			
9. Annually reviews county or district policies and revises as necessary.			
10. Annually reviews the Memorandum of Understanding with K-State Research and Extension.			
11. 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.			
12. Reviews agenda and supporting documents before the meeting.			
13. Focuses primarily on policy, program, budget, personnel, and planning proactively for the future. Day-to-day issues are delegated to appropriate employees.			
14. Holds regularly scheduled meetings with a quorum participating at each meeting.			
15. Starts and ends meetings on time.			
16. Encourages meetings involving open discussion, general participation, and active thinking together.			
17. Has active committees, as needed, with specific assignments and responsibilities: personnel, nominating, budget, etc.			
18. Chair and local extension director communicate frequently regarding issues important to the local program.			
19. Maintains appropriate insurance coverage for board members, employees, and volunteers.			
Section subtotal			
Public Relations			
The board:			
20. Regularly communicates K-State Research and Extension program outcomes with stakeholders, funders, and the public.			
21. Markets K-State Research and Extension to the public.			
22. Selects and recognizes a local individual or business with the Extension Appreciation Award.			
Section subtotal			

Program	Yes 2 points	Working on it 1 point	No 0 points
23. PDCs and agent(s) work together to identify local needs and educational strategies, develop and review progress on program action plans, and evaluate outcomes.			
24. The board reviews and approves program action plans.			
25. The board appoints individuals to PDCs who are not otherwise represented (considering geographic distribution, age, gender, race, etc.).			
26. Representatives of each PDC regularly report to the board on program progress and outcomes.			
27. Board members participate in local extension programs as learners or volunteers in addition to attending regular board meetings.			
Section subtotal			
Personnel			
The board:			
28. Helps new agents, if applicable, become acquainted in the community.			
29. Encourages employee professional development.			
30. Members acquaint themselves with each agent's program responsibilities and program outcomes during the year to prepare to conduct an effective performance review.			
31. Members each complete a performance review for each agent.			
32. Compensates agents with salaries that reflect their years of experience, professional responsibilities, performance, and leadership in the community.			
Section subtotal			

Budget	Yes 2 points	Working on it 1 point	No 0 points
The board:			
33. Prepares and submits the annual budget to provide adequate operating expenses to support the local K-State Research and Extension program.			
34. Researches major purchases and plans long-range expenses (i.e., equipment replacement plan).			
35. Compensates office professionals and program assistants with salaries that reflect their years of experience, responsibilities, and performance.			
36. 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:			
37. Believes volunteers are critical to K-State Research and Extension, valuing and supporting volunteers in its educational programs.			
38. Follows K-State Research and Extension policies and procedures in implementing a comprehensive process for selecting, screening, and training volunteers and staff.			
39. Supports staff by intentionally encouraging them to devote a significant amount of time to volunteer management, including recruiting, screening, training, supervising, and recognizing volunteers.			
40. Recognizes staff for skills and competencies in volunteer leadership.			
41. Encourages staff to participate in professional development related to volunteerism.			
42. 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, lchandler@ksu.edu, by January 1.