

# Extension Board Member Position Description

## Purpose

Extension board members, in partnership with K-State Research and Extension, have significant responsibilities for overseeing the budget, personnel and programs for the local unit.

## Responsibilities

- Work in partnership with K-State Research and 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.
- Become familiar with and participate in all programming areas (agriculture and natural resources, family and consumer sciences, community development and 4-H youth development.)
- Participate fully in regularly scheduled board meetings in order to carry out the duties of the board. Take time to review the minutes, financial statements and agent reports before each meeting.
- Review the [Board Leadership website](#) for resources to broaden the understanding of your role. More detailed information is contained in [Responsibilities and Duties of the Extension Board](#).

## Qualifications

- At least 18 years of age and a resident of the local unit.
- Interested in working within the mission of K-State Research and 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 community residents.

## Time Required

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.