

Best Practices for Agents Working with PDCs

1. Make a personal contact with Program Development Committee (PDC) members soon after each is elected or appointed. Let members know the role is important, review the *PDC Member Position Description*, and ask what is the best time and way for each to “meet.” (See #6.)
2. At the first meeting of the year, conduct an orientation. Experienced members can work with the agent in leading the orientation. Use the *Program Development Committee Orientation module*.
3. Any PDC can be expanded by appointing additional members with interest and expertise in specialized areas of programming — such as horticulture. Expanded membership might also include demographic groups that are not represented on the committee. The board approves the expanded membership. See *PDC Guidelines for Expansion*.
4. Before each meeting, plan the agenda with the chair and send a copy to each member. Include a purpose for the meeting on the meeting notice and agenda. For example, “At this meeting the group will review recent survey results.” See *PDC Suggested Meeting Topics*.
5. Periodically ask all PDC members to meet together to identify issues. Committees might organize the discussion around community challenges such as health, water, or another topic. This can be done at the annual meeting or at another time early in the program year. If appropriate, invite a third party — such as another agent, a mentor agent, or an area specialist — to facilitate the discussion and lead the group in prioritizing issues. See *PDC Basic Facilitation: Tools for Generating and Prioritizing Ideas*.
6. Consider strategies to gather input from and meet with PDC members — face-to-face, individual consultation, conference call, web conference, email, electronic poll, or other appropriate methods. See *Alternative Meeting Formats*.
7. Enhance and expand the committee’s vision of the possibilities for local extension programming.
 - Share demographic data such as census reports, agricultural statistics, and related information. Lead a discussion on how the local data is or could be reflected in programming. See *Local Unit Statistics Worksheet*.
 - Periodically provide PDC members with Web links or other resources related to extension programming. Discuss the implications of the resources at later meetings.
 - Provide the PDC with relevant information from K-State Research and Extension, community coalitions, and partnerships.
8. Ask or assign individual PDC members to be responsible for various agenda items. Include an open-ended discussion question on the agenda for each meeting. See “The Probing Question Technique” from PDC *PDC Basic Facilitation: Tools for Generating and Prioritizing Ideas*

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9. Involve PDC members in brainstorming appropriate strategies to reach specific target audiences — workshops, website, social media, print, electronic media, presentations, or other methods.
10. Use Program Action Plans as a “road map” during meeting discussions so PDC members can see how their input has been incorporated. This helps to reinforce the concept that a local unit has focused plans and may not address all issues the group identifies.
11. Involve PDC members in programming implementation. They might promote events, secure donors and speakers, prepare meeting spaces, greet and register participants, emcee an event, review program evaluations, or communicate program impacts.
12. Send PDC members regular communications from the local office — emails, newsletters, *Excellence in Board Leadership* newsletter, social media posts, or other relevant messages so they are aware of the scope of local extension programming.
13. Allocate some meeting time to developing talking points that promote program opportunities and communicate successes and impacts to stakeholders.
14. Keep minutes to document the group’s progress.
15. Have a PDC member report committee progress at each board meeting.