

## *Welcome A-Board: Board Leadership Basics*

### **The Situation**

Generally, groups organize to provide a service or accomplish a goal. They might be advisory groups, commissions, committees, councils, etc. These bodies might be created by another board, appointed by public officials or set up informally in a community. Understanding how organized groups function and your role and responsibility with the group is critical to its success.

### **Short-Term (Knowledge)**

Participants will report they feel better prepared to serve as an effective board member.

Participants will report an increase in understanding of the legal and ethical issues that affect boards.

Participants will report an increase in their ability to effectively manage conflict in board settings.

Participants will understand how to comply with the Kansas Open Meetings Act.

Participants will increase their knowledge of and appreciation for how various personalities and behavioral styles can benefit a board.

Participants will report increased confidence in helping their organization move forward with a strategic planning process.

#### Indicators

##### All Participants:

- ~ What knowledge and skills did participants gain about conflict resolution, generational differences, team work, and other aspects of working as a community group?
- ~ What knowledge and skills did participants gain about strategic planning?
- ~ What knowledge and skills related to parliamentary procedure, building an agenda and the importance of planning prior to a meeting did participants gain?
- ~ What knowledge and skills of the legal aspects of being a board member and your fiscal responsibility did participants gain?

### **Medium-Term (Behavior)**

Participants demonstrate conflict resolution skills.

Participants develop or revise a strategic plans.

Participants seek out and have representation from a variety of age groups, and have respect for diverse voices.

Participants act in a respectful manner towards other members of the group.

Participants understand and use parliamentary procedure, set and use an agenda and conduct more effective meetings.

Participants practice ethical and legal behaviors.

Participants practice good communication (talking and listening) skills.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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Participants practice skills to identify community needs.

Participants seek out opportunities for leadership.

### Indicators

#### **All Participants or Groups/Boards:**

- ~ Do groups report less conflict at meetings, diverse membership, and more effective, results-oriented meetings?
- ~ Do groups report creating or revising strategic plans?
- ~ Do groups report less legal and ethical issues?
- ~ Do groups report that members practice improved communication skills?
- ~ Do groups report improved ability to identify community needs?
- ~ Do group members report that they seek out additional leadership roles within the community?

## **Long-Term (Change in Condition)**

### **Groups/Boards:**

Membership on boards and committees is sustained.

Representation on board and committees is expanded.

Members serve longer on boards and committees. Civic groups/community boards report an increase in effectiveness of leadership and progress towards group goals.

### **Communities:**

Increased diversity among volunteer base.

Community improvements that represent the needs of current and future residents.

Community vitality that attracts young people and families to the community.

Sustainable community improvement process.

### Indicators

#### **All Participants or Groups/Boards:**

- ~ How many community groups have been sustained?
- ~ How many groups are involved in participatory community planning?
- ~ How many boards or committees have partnered with others?
- ~ How many participants in leadership development programs report broader community involvement.

## **Public Value**

When you support K-State Research and Extension Community Leadership Development programming, participants learn how to be better leaders, increase their effectiveness on community boards and committees, and increase citizen involvement across the whole community. All result in greater civic engagement by a more diverse group of community members, to the benefit of all residents through increasing the community, economic and social viability.

## **Outputs**

**Welcome A-Board! Board Leadership Basics**, is a 14-part lesson series that agents can use to provide training to all types of local boards, including Extension Executive Boards. The lessons can stand alone and are suitable for teaching through a video-conferencing format like Zoom, or face-to-face. Most lessons can be taught in 30 minutes, but can also be extended by utilizing the included handouts or suggested activities.

### Topics:

- \* Organized Groups –How do they function and what is your role?
- \* Duties and Responsibilities of Non-Profit Board Members

- \* Organizing and Leading Productive Meetings
- \* Agendas to the Rescue
- \* Parliamentary Procedure Basics
- \* Understanding Fellow Board Members: Behavioral Styles
- \* Understanding Fellow Board Members: Understanding Volunteers of Different Generations
- \* Managing Conflict in Groups
- \* Financial Responsibilities of Boards
- \* Fundraising and Managing Grant Revenue
- \* Legal and Ethical Issues for Boards
- \* The Importance of Strategic Planning for Your Organization
- \* Designing a Strategic Plan: Part 1
- \* Designing a Strategic Plan: Part 2

A training for agents will be developed through Zoom and archived for access on demand. Information will be posted in the Tuesday Letter to alert agents to this Signature Program and the training available. This will allow agents to review the objectives of the lesson, topics and expected outcomes. We will encourage agents to utilize the pre/post survey link in PEARS to ensure the reporting of impact.

Lessons will include powerpoint presentations, handouts, leader notes and suggested additional activities.