



Extension Board Member Position Description

- Title:** Member, _____ County(ies) Extension Board.
- Term:** Three years, expiring December 31 _____, with the potential for re-election to one additional three year term.
- Purpose:** To serve as a voting member of the advisory body of the Nebraska Extension Program in _____ County(ies), focusing on programming, personnel, finance and advocacy. Extension board members are appointed by the local county board serving as part of county government.

Expected Meeting Attendance:

- Make every effort to attend board meetings and notify office if you will not be attending.
- Participate in board member orientation and training.
- Attend board leadership and advocacy activities.
- Serve on standing and ad hoc committees as requested.

Obligations of the Board:

- Commit time, talent and resources to promote, value and further the mission of Nebraska Extension.
- Read and abide by the constitution and bylaws. Be familiar with the interlocal agreement between Nebraska Extension and the local County Board(s).
- Work collaboratively with the Lead Educator and Engagement Zone Coordinator.
- Commit to being advocates for Nebraska Extension in the community.
- Listen respectfully to all points of view, striving for Board consensus.
- Practice equity, diversity and inclusion within the Board and among clientele.

Specific Duties:

- Become educated about the needs of the community including existing and new audiences. Assist Extension professionals with identifying local and regional educational priorities. Be mindful of the past while helping build a vision for the future and executing plans to achieve it.
- Actively support and participate in Extension programs. Represent the organization at community events and to the general public. Advocate for Extension by sharing program accomplishments and impacts with key stakeholders.
- When appropriate, engage in collaborative efforts with Extension Boards in their region to more efficiently and effectively meet program needs. Actively engage in board member professional and leadership development opportunities.

- Assist in securing adequate budget, facilities, equipment, technologies, support staff and managerial professionals (Extension Assistants/Associates) to accomplish program objectives.
- Upon carefully considering input of the Lead Educator, Nebraska Extension and local County Board(s), develop and approve an annual program budget. Present budget request to the County Board(s) for consideration in accordance with state statutes and County Board requirements.
- As required by state statute (in cooperation with local extension professionals) prepare and file an annual report and submit to the county clerk. (Nebraska Statute 2.1606)
- Establish a positive and productive working relationship with County Board(s).
- Provide input on Extension faculty and staff performance as requested by Extension administration.
- Encourage and support faculty and staff on-boarding and professional development.
- Extension board members are encouraged to participate in the Nebraska Association of County Extension Boards (NACEB) events. The Extension Board will designate a delegate to represent them at the NACEB Annual Meeting.
- Identify, recruit and mentor new board members.

Statement of Commitment:

I understand the responsibilities and obligations expected of me as a member of the _____ County(ies) Extension Board. I agree to serve the term beginning January 1, _____ and ending December 31, _____.

During that term I will actively and responsibly represent Nebraska Extension in my community, county(ies), and the state.

Board Member Signature (Sign or type legal name)

Date