

Board Leadership Modules Checklist

The following modules may be used by the entire board or as independent study by individuals. The board may use this list to plan which modules to use during the year.

Completed:	Topic:	Notes:
Complete Prior to Taking Office		
	New Board Member Orientation	
Complete Seasonally		
	Board Organizational Meeting	Complete in January
	Annual Civil Rights Training	Complete in February
	Agent Performance Review	Complete early in the year
	Program Development Committee Orientation (PDC)	Suggested for PDCs; Complete early in the year
	Kansas Open Meetings Act / Executive Sessions	Complete early in the year
	Recruiting Board and PDC Members	Complete during the summer
Complete Anytime		
	Reaching New Audiences	Suggested for PDCs
	Forming an Extension District	
	Program Development (the Role of the Board)	
	Risk Management	
	New Agent Professional Development	Suggested for PDCs
	Professional Development for Extension Staff	
	Generational Differences in the Workplace and Community	