



Board Organizational Meeting Module

Presenter's Guide

Extension Boards are asked to review Extension laws, policies and procedures once each year. Because both Extension Councils and District Governing Bodies operate on a calendar fiscal year, organizational meetings are typically conducted in January as boards review agent action plans as well as policies and procedures for the upcoming year.

Objective

Board members will:

- Review Cooperative Extension Service law and other laws important to board operation.
- Review K-State Research and Extension policies that pertain to boards.
- Review agents' job descriptions and action plans, as well as staff policies.

Resources Needed

- PowerPoint presentation [Board Organizational Meeting](#) and PowerPoint [Presenter's Notes](#).
- [Handbook for County Extension Councils and District Governing Bodies](#)
- Handouts:
 1. [Memorandum of Understanding Summary](#)
 2. [Responsibilities and Duties of the Executive Board](#)
 3. [Guidelines for Expanding PDCs](#)

4. [Kansas Open Meetings Act](#)
5. [Kansas Open Records Act](#)
6. [Extension Extramural Funds Policy](#)
7. [GAAP Waiver Resolution](#)
8. [Professional Scheduling Policy](#)
9. [Suggested Calendar for Routine Agenda Topics](#)

Module Outline

- Review objectives
- Present [PowerPoint: "Board Organizational Meeting"](#)
- Provide copies of [Handbook for County Extension Councils and District Governing Bodies](#) and handouts for this module