



Recruiting Board and PDC Members *Presenter's Guide*

This module provides information to help K-State Research and Extension local board members fulfill their responsibilities to recruit new members. The local unit director, other agents, or experienced board members are the intended presenters. Allow about 10 to 15 minutes during a board meeting to introduce the topic. The work outlined in the module may continue over two to three months.

Objectives

- Board members will understand and carry out their responsibility to nominate candidates for open positions on program development committees (PDCs).
- The board will identify characteristics of an effective PDC or board member.
- Current board members will generate a slate of candidates who would be effective as members of program development committees or as future board members.

Resources Needed

- PM1, *Handbook for County Extension Councils and District Governing Bodies*
- Recruitment Work Sheet (pages 2-3)
- Recruitment Script (page 4)
- Consent to be Nominated form (page 5)
- *KSU8-4a* and *KSU8-4b* for positions to be filled

Module Outline

- Review Objectives.
- Review Recruitment Work Sheet (pages 2-3), which helps identify nominees.
- Assign board members to contact potential nominees. Refer to Recruitment Script, page 4.
- Local office will send Consent to be Nominated form (page 5) to nominee with a return envelope.

Recruitment Work Sheet

Use this work sheet to brainstorm preferred qualities of nominees.

A. List characteristics you would look for in future board and program development committee (PDC) members:

B. Some of the following groups of people or audiences may include potential nominees:

- Individuals who represent nontraditional client groups
- Individuals who have served on expanded PDCs
- Individuals who represent underserved audiences
- Participants in or contributors to Extension programs
- Individuals with other leadership experiences
- Graduates of local leadership programs
- Active participants in other community boards

List other local groups or audiences where potential members might be recruited:

Recruitment Work Sheet (continued)

C. Using the chart below, list possible nominees who might fulfill the characteristic list on the previous page.

D. Decide who will contact the potential nominees and use the script (page 4) to determine if the individual would be able to fulfill a role on the PDC/board.

Note: Contacting the nominees is a board responsibility, but it may be delegated to an Extension council or PDC member. This is not a local staff responsibility because of the potential conflict of interest should the individual be elected to the board.

C. Nominee Name	Phone Number	D. Board Member to Contact Nominee

Recruitment Script

The final step in this process is to determine whether potential nominees will be able to fulfill the role of PDC member. This script is an example of what the contact person from the board might say to the potential candidate. Copy this page and use one sheet for each nominee. (Circle the appropriate PDC for each nominee in advance.)

Name of Nominee _____ Phone Number _____
(from list on page 3)

Introduce yourself as a representative of the _____ County/District board for K-State Research and Extension.

(Script)

You have been suggested as a possible nominee for a position on the local Extension council representing the program area of ... (circle one)

Agriculture and Natural Resources

4-H Youth Development

Family and Consumer Sciences

Community Development

We are recruiting individuals who are knowledgeable about the mission of K-State Research and Extension and would be committed to active involvement as program development committee members. These positions are established by state law, which ensures that the Kansas Cooperative Extension Service is eligible for federal, state, and local funding.

As a member, you would serve on the (Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, or Community Development) program development committee, or PDC. The PDC works with the local staff to identify community educational needs and to develop programs that meet those needs. The PDC is the organization's citizen voice, and this grassroots participation is critical to helping Kansans learn, grow, and prosper. Each PDC meets four or more times a year to plan the educational program.

County Election Only:

The _____ County Extension Council election will be (date) _____ (location) _____. Would you be able to fulfill the responsibilities and allow your name to be placed in nomination for the position?

_____ Yes

_____ No

If No: This completes the interview. Thank the individual and encourage him/her to participate in the election.

If Yes: Ask the individual to complete the *Consent to be Nominated* form (page 5) to be used in election publicity.

Conclude with:

If elected to the council, you could also be nominated to the executive board, which meets to conduct business monthly or more often. Would you be able to fulfill the responsibilities of that position, if nominated?

_____ Yes

_____ No

Extension District Only:

Would you be able to fulfill the responsibilities and allow the district governing body to appoint you to this position?

_____ Yes

_____ No

Thank you!

Submit name of nominee to local office.

Consent to be Nominated

Please provide information about your qualifications and candidacy, and return this form to the local K-State Research and Extension office. Information from this form may be used in publicity about the upcoming election.

I agree to have my name submitted in nomination as a member of the local Extension council.

I am an eligible voter in this county.

If I am elected, I agree to serve on the Extension council.

I understand that members of the Extension council are responsible for working with agents to plan, prioritize, and implement a comprehensive educational program designed to meet the needs of individuals and target issues affecting communities.

County Election Only:

If elected to the council, I understand that I am eligible to be nominated to the Extension board, which meets monthly or more often to conduct council business.

I am willing to serve on the board, if nominated.

I prefer not to serve on the board.

County and District Nominees:

In the space below, please tell us a little about yourself: (occupation, involvement in Extension programs, community activities).

What are your experiences with adult and/or youth educational programs, including those provided by K-State Research and Extension?

What goals do you envision for Extension?

Name _____ **E-mail address** _____
Address _____
City, State and Zip _____ **Phone** _____

Return this form to the local office of K-State Research and Extension.