K·STATE
Research and Extension

Duties of the Chair and Vice Chair of the Extension Board

The Chair shall:

1. Serve as chair of all meetings of the board.
2. In the Extension Council form of governance, meet with the Board of County Commissioners and the director's representative to approve the budget.
3. Sign warrant checks with the secretary and treasurer.

The Vice Chair shall:

1. Assume the duties of the chair when the chair in not present.

Guidelines for the Chair

1. Prepare an agenda with the local unit director for each meeting. Provide a copy of the agenda to each member of the board prior to the meeting. Some boards establish an item under new business called Consent Agenda, and include items such as approval of minutes, treasurer's report, and other routine business items. Action on a motion to approve the consent agenda results in approval of these items.

2. There are additional resources for boards available on the Board Leadership Website, www.ksre.ksu.edu/boardleadership. These include a *Suggested Calendar for Routine Board Meeting Agenda Topics*, *Sample Extension Board Meeting Agenda*, and *Board Leadership Modules* among others. An *Excellence in Board Leadership* self assessment is also available on the Board Leadership web site. It can be used early in the year for planning and then implemented throughout the year. The self-assessment is to be completed and sent to the area director by January 1. Participating boards will be recognized at Partnership Meetings.

3. The role of the chair is to conduct the meetings, not to make the decision for the board, nor to dominate the discussion. In controversial matters, the chair is advised to ask the vice chair to conduct the meeting during that issue if the chair wishes to enter into the discussion as an equal with other members.

4. As an elected member of the board, the chair can vote on all motions that come before the board.

5. Good judgement is necessary to keep the discussion moving forward, to allow all sides to have an equal voice, and to limit the individual who tends to dominate the discussion. Keeping the above points in mind will help the chair conduct a productive meeting.

6. Help the board focus its attention on determining and supporting the desired outcome of the extension program, rather than attempting to micro-manage the activities of the agents.

7. The chair and board members can speak for the board ONLY through official board action, never as individual members, nor as volunteers in other Extension activities .

8. One of the greatest contributions the chair can make is to follow through with committed obligations and monitor and encourage the follow-through of the other board members.

Source: *Handbook for County Extension Councils and District Governing Bodies*