K-STATE Research and Extension

Excellence in Board Leadership

Board Assessment for _____
(local unit)

Description

This voluntary assessment is designed to support local K-State Research and Extension boards in leadership and development. The assessment may be used early in the year for planning and then implemented throughout the year.

At the end of the year the board completes this self-assessment by entering 2 points for **Yes,** 1 point for **Working on it,** or 0 for **No** after each item. Submit the assessment to the area director by January 1.

Boards that accumulate at least 55 points will be recognized at annual partnership meetings.

Board Development	**Yes** 2 points	**Working on it** 1 point	**No** 0 points
1. The *Recruiting Board and PDC Members* module is used to identify prospective members.			
2. The board includes a balance of new and experienced members to guarantee both continuity and new thinking.			
3. Board membership reflects the community's makeup. Members have a combination of skills necessary to carry out their work: management, education, fiscal responsibility, and professional skills/talents.			
4. New members are oriented with the *New Board Member Orientation* module.			
5. Board representatives attend the partnership meeting to gain knowledge of extension programming and current issues. They communicate what they have learned to the entire board.			
6. Members review the *Board Leadership Module Checklist* to determine appropriate use of modules, either at board meetings or by individual members.			
7. The board uses efficient and effective processes to dispense with routine business (i.e. consent agenda).			
8. Board members welcome diverse opinions, which lead to healthy discussion and result in outcomes that members support.			
Section subtotal 0	0	0	0

Management

The board:	Yes 2 points	Working on it 1 point	No 0 points
9. Annually reviews county or district policies and revises as necessary.			
10. Annually reviews the Memorandum of Understanding with K-State Research and Extension.			
11. Supplies to all board members at the beginning of the year documents including — but not limited to — a list of board members, minutes, budget, policies, and program action plans.			
12. Reviews agenda and supporting documents before the meeting.			
13. Focuses primarily on policy, program, budget, personnel, and planning proactively for the future. Day-to-day issues are delegated to appropriate employees.			
14. Holds regularly scheduled meetings with a quorum participating at each meeting.			
15. Starts and ends meetings on time.			
16. Encourages meetings involving open discussion, general participation, and active thinking together.			
17. Has active committees, as needed, with specific assignments and responsibilities: personnel, nominating, budget, etc.			
18. Chair and local extension director communicate frequently regarding issues important to the local program.			
19. Maintains appropriate insurance coverage for board members, employees, and volunteers.			
Section subtotal 0	0	0	0

Program	**Yes** 2 points	**Working on it** 1 point	**No** 0 points
20. Program development committees (PDCs) meet at least four times each year.			
21. PDCs and agent(s) work together to identify local needs and educational strategies, develop and review progress on program action plans, and evaluate outcomes.			
22. The board reviews and approves program action plans.			
23. The board appoints individuals to PDCs who are not otherwise represented (considering geographic distribution, age, gender, race, etc.).			
24. Representatives of each PDC regularly report to the board on program progress and outcomes.			
25. Board members participate in local extension programs as learners or volunteers in addition to attending regular board meetings.			
Section subtotal 0	0	0	0
Personnel The board:			
26. Understands, values, and supports volunteers in expanding and sustaining the K-State Research and Extension educational program.			
27. Implements a comprehensive process for selecting and screening volunteers and staff, following K-State Research and Extension policies and procedures.			
28. Helps new agents, if applicable, become acquainted in the community.			
29. Encourages employee professional development.			
30. Members acquaint themselves with each agent's program responsibilities and program outcomes during the year to prepare to conduct an effective performance review.			
31. Members each complete a performance review for each agent.			
32. Compensates agents with salaries that reflect their years of experience, professional responsibilities, performance, and leadership in the community.			
Section subtotal 0	0	0	0

Budget The board:	**Yes** 2 points	**Working on it** 1 point	**No** 0 points
33. Prepares and submits the annual budget to provide adequate operating expenses to support the local K-State Research and Extension program.			
34. Researches major purchases and plans long-range expenses (i.e., equipment replacement plan).			
35. Compensates office professionals and program assistants with salaries that reflect their years of experience, responsibilities, and performance.			
36. Provides office professionals and program assistants with benefits that include vacation and sick leave, KPERS retirement, health insurance, and others, if appropriate.			
Section subtotal 0	0	0	0
Public Relations The board:			
37. Regularly communicates K-State Research and Extension program outcomes with stakeholders, funders, and the public.			
38. Markets K-State Research and Extension to the public.			
39. Selects and recognizes a local individual or business with the Extension Appreciation Award.			
Section subtotal 0	0	0	0
Total Points	0		

Board Chair _____ **County / District** _____

Date _____

Send completed form to area director by January 1.