Responsibilities of Program Development Committee

1. Meet jointly or individually to plan the local extension program.
2. Assist agents in identifying local needs, educational strategies and resources, and in reviewing progress on program plans and evaluating outcomes. (2-611)
3. Submit program plans to the board for review and approval. (2-611)
4. Expand membership to ensure the program development committee is representative of local communities (geographic distribution, age, gender, race, etc.).
5. Report program progress and outcomes regularly to the board.

Local Extension Unit Finances: Budget Adoption

Extension Councils: On or before July 15, file with the county commission, in the office of the county clerk: (2-610)

a. List of the current council and board members.

b. Certification of election of officers.

c. Certification by the director of K-State Research and Extension that the council is properly functioning and entitled to receive the appropriations provided by law.

d. A proposed budget prepared in cooperation with the authorized representative of the director of K-State Research and Extension.

Duties of the Board of County Commissioners

(as Related to County Extension Councils)

1. Approve, amend or modify and approve as amended or modified, the budget proposed by the executive board of the county extension council and the director of K-State Research and Extension. (2-610)
2. Adopt the proposed budget, as approved. (2-610)
3. Make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible taxable property of the county, sufficient to provide a program of county extension work. (2-610)

District Governing Bodies: Meet with an authorized representative of the director of K-State Research and Extension to adopt the district's annual budget. The governing body shall certify to the home county clerk the amount of taxes to be levied to conduct the extension district educational programs.