

BOARD MEMBER ENGAGEMENT

NOTE: Please use this as a guide to help you better serve in your role on the board. **We suggest you find one or two items per section to focus on throughout the year.**

Programming

Activity	Completed
Attend a 4-H program or event.	
Attend an Extension program offered in your county from another program area.	
Provide constructive, mission-led feedback to the personnel providing the program/event.	
Discuss programming needs with the public and share with Extension personnel.	
Get involved in Extension programs as a volunteer to showcase community support and engagement.	

Advocacy

Activity	Completed
Share your personal story(ies) of how you have benefited or experienced positive impact through Extension programming.	
Highlight success stories and impacts of Extension programs through social media, newsletters, or local news outlets.	
Share board reports with others: church, employer, family, friends, etc.	
Attend or help organize community events where Extension can be promoted, such as Rotary, Lion's Club, Kiwanis Club, or other community meetings.	
Attend the Legislative Day in Lincoln, coordinated by NACEB.	
Educate local leaders and policymakers about the role and benefits of Extension in community and economic development.	
Write letters or attend public county and/or city board meetings to advocate for Extension funding and support.	
Discuss programming needs with the public and share with Extension personnel.	
Help connect and build partnerships with local businesses, schools, and industry to extend the reach of Extension programs.	
Create or join networks with other Extension advocates, alumni, and stakeholders to amplify advocacy efforts.	
Join in projects that involve multiple stakeholders, showing the interconnected benefits of Extension's work.	
Offer or facilitate training for others on how to advocate for Extension, ensuring a broader advocacy base.	
Take on leadership roles to influence direction and visibility.	

Personnel

Activity	Completed
Act as a search committee member for hiring of University and County funded Extension personnel.	
Help recruit for open positions.	
Join ad-hoc personnel committees as needed for HR related needs.	
Complete the annual evaluation of Extension personnel serving the county(ies) for which you are a board member.	
Attend meetings as needed with county officials regarding personnel issues.	

Finance

Activity	Completed
Help seek out grants, private funding, and donations to fund specific Extension initiatives or general operations.	
Join or lead the annual budget committee to develop the county Extension budget. Ensure the budget aligns with Extension's goals and available resources.	
Join the Lead Educator/Unit Leader to present the budget to the county board(s), adhering to state statutory and county board requirements.	
Establish a purchase limit which the Extension Board needs to approve prior to making said purchase. Enact this into the board policies and procedures.	
Ensure all financial activities comply with legal and ethical standards, including proper accounting practices and timely reporting.	
Establish and maintain a positive working relationship with the county board(s) to ensure future funding is secure and sustainable.	
In counties where appropriate, the Board Treasurer approves and signs off on all claims monthly.	