



Extension Board Meeting Modules

The intent of the Board Meeting Modules is to provide Lead Educators and Engagement Zone Coordinators with resources to help develop board members knowledge and skills along with giving them opportunities provide feedback on the direction of Extension within their community.

Modules are divided into four categories which expand on concepts covered during the Extension Board Annual Training. Modules are 5-15 minutes in length and consist of a mixture of videos, handouts, activities, discussion prompts, pre-work, or post-work. Lead Educators and Engagement Zone Coordinators are encouraged to pick modules which align with the needs of board members and the office.

The objectives of both the Extension Board Annual Training and Board Meeting Modules are:

Extension board members:

- are able to explain Extension’s history, partners and funding;
- are able to explain Extension's role in the Land Grant University;
- are able to identify their role as board members and fulfill specific duties;
- can describe Extension program impacts locally and regionally;
- gained leadership skills and applied those skills to other organizations or community activities; and
- serve as advocates for Extension with Elected Officials.

For ease of use, all modules are in a single document and all handouts are in a single document. Not all modules have a handout.

You may provide feedback on what worked or needs improvement for individual modules to Karly Black (karly.black@unl.edu).

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General Extension Topics

Civil Rights Responsibilities for Board Members

Handout highlighting the different civil rights laws and civil rights compliance with discussion questions.
Recommended to complete annually.

Preparations: Print handout.

Discussion Question:

- Based on the different civil rights laws, are there areas which our office could improve to ensure we are in compliance?

Edited by Karly Black and Dave Varner. References include Cornell Cooperative Extension Board Toolbox.

Land Grant System

Handout focused on the history of Land-Grant Universities and Nebraska Extension with discussion questions.

Preparations: Print handout and send it in advance for board members to review or share it at the meeting.

Discussion Questions:

- In what ways can the Extension Office and Board actively promote and enhance the university's outreach and impact?
- What do we need to know more about to reach/serve underrepresented groups within our community?

Edited by Angi Heller and Hilary Maricle.

Nebraska Extension Today & Tomorrow

Know Your County

Guided discussion using data and mapping aimed at identifying opportunities within the community.

Preparations: Download the “County Impact Report Card” from the All Things Nebraska website (<https://allthingsnebraska.unl.edu/>) and send it in advance for board members to review or share it at the meeting.

Discussion Questions:

- What information was new to you?
- What surprised you?
- What would you like to dig into more?
- What is one opportunity for Nebraska Extension?

Edited by Angi Heller and Hilary Maricle.

University-Community Engagement

Handout highlighting University-Community Engagement examples with discussion questions focused on identifying engagement opportunities which could be shared with your EZC.

Preparations: Print handout and send it in advance for board members to review or share it at the meeting.

Discussion Questions:

- What is something wonderful happening in your community?
- What are the high-priority issues in your community?
- Is there a change that you would like to see in your community?
- What would it take to make that change happen?
- Who at the University could you connect with to make that change happen?

Edited by Jentry Barrett and Karly Black.

Future Direction of Local Extension (SWOT Analysis)

Handout with questions prompts for a SWOT (strengths, weaknesses, opportunities, and threats) analysis.

Preparations: Print handout and identify a facilitation strategy (ie sticky notes, poster paper, computer document projected, etc) to capture and organize board members' thoughts.

Discussion Question:

- Based on the discussion, what are 2-4 next steps which can be taken?

Post Work: Extension Office compiles the SWOT analysis along with next steps into a digital document and shares it back with the board at the next meeting.

Nebraska Association of County Extension Boards (NACEB)

NACEB Director speaks about current and future direction/opportunities of NACEB.

Preparations: Reach out to a NACEB Director from your zone and invite them to your meeting in-person or via Zoom. Contact your EZC for NACEB Director's contact information.

Program Areas

Videos highlighting all eight of Extension Program Areas followed by a discussion on what is happening locally or what opportunities exist.

Preparations: Set up the projector and que up one or two program area videos (<https://extension.unl.edu/our-strategic-direction/>).

Discussion Questions:

- What stood out for you from the video?
- What did you already know about that program area before the video and what did you learn?
- What opportunities exist locally for this program area and what community members should be involved?

The Big 3

Video highlighting the strategic direction for Nebraska Extension, aka Big 3, followed by a discussion.

Preparations: Set up the projector and que up Big 3 video (<https://extension.unl.edu/our-strategic-direction/>) and have Big 3 cards ready to hand out.

Discussion Questions:

- Reflecting on the video's focus on inspiring Nebraskans and their communities, how can the Extension cultivate and support a diverse and innovative population, especially among youth, to foster thriving and vibrant communities across the state?
- What strategies might Extension adopt to engage and empower communities across Nebraska to contribute to the state's sustained success and growth given their unique strengths and challenges?
- How can Extension contribute to improving the health and wellbeing of all Nebraskans. What collaborative approaches might be effective in achieving this goal?

Post Work: Send an email to board members following the meeting asking them to continue to explore Nebraska Extension's impact by reading a few success stories which interest them and posting one on their social media page (<https://extension.unl.edu/impact-stories/>).

Accountability Regions (Under Development)

Extension Values (Under Development)

Extension Board & Extension Board Members

Telling your Extension Story

Handout reinforcing the importance of having a prepared “why is Extension important” story, and highlighting a personal impact, followed by discussion questions about what makes a good story and what is your story.

Preparations: Print handout and prepare your own story to share.

Discussion Questions:

- What words stood out to you from the story?
- What was the key points or messages in the story?
- What parts of the story reminded you of your own experiences?
- What was really clear with the story?
- What is a story you could tell?
- What is one person or group you could tell your “Extension Story” too?

Post Work: Challenge board members to craft their “Extension Story” and be prepared to share it at the next meeting.

Edited by Karly Black.

Being an Effective Extension Advocate

Handout highlighting different ways a board member may choose to advocate for Extension within their community, followed by discussion questions.

Preparations: Print handout.

Discussion Questions

- In what ways do you feel comfortable advocating for Extension?
- What is one thing you could do before the next meeting which aligns with advocating for Extension?
- How can the Extension Office better support you to ensure you are well-prepared to advocate for Extension?

Edited by Karly Black.

Extension Board Member Roles & Responsibilities

Video highlighting board members’ roles and responsibilities. Note, this video is shown as part of the Extension Board Annual Training, so some individuals may have seen it before.

Preparations: Set up the projector and que up Roles and Responsibilities video (<https://extension.unl.edu/extension-board-annual-training/>).

Discussion Questions:

- What are the characteristics of a successful Extension Board?
- What is one thing we as a board can do differently? What should we start doing? OR What should we stop doing?
- How can the Lead Educator better support you in your role?

Edited by Megan Burda.

Board Member Reports (Under Development)

General Leadership

Fiduciary Responsibilities

Handout detailing the six fiduciary responsibilities of a board member and scenarios.

Preparations: Print handout and have copy of scenario answers.

Scenario Answers:

- A – Duty of Loyalty
- B – Duty of Confidentiality
- C – Duty of Prudence
- D – Duty of Care
- E – Duty of Obedience
- F – Duty of Disclose

Edited by Karly Black. References include BoardSource.org.

Recruiting New Board Members

Handout outlining the steps for recruiting new board members to be used to guide discussion during meeting about refilling positions.

Preparations: Print handout.

Edited by Karly Black. References include BoardSource.org.

Nebraska Open Meeting Act

Handout with basic open meeting act requirements with discussion questions.

Preparations: Print handout.

Discussion Questions:

- In what ways can we enhance transparency in our meetings?
- In what ways can we encourage public participation in our meetings?

Edited by Karly Black. References include K-State Research and Extension's Board Leadership Modules.

Board Member Positions

Handout with an engaging story which highlights board member responsibilities along with discussion questions and outline of specific officer responsibilities.

Preparations: Print handout.

Discussion Questions:

- What stood out for you in the story about each of the board positions?
- How does this align with responsibilities of each position (see back)?
- What is something our board could improve upon?

Edited by Karly Black. References include BoardSource.org.

Officer Training Materials (Under Development)