



Handbook for

COUNTY EXTENSION BOARDS



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UNDERSTANDING EXTENSION

As a representative of Nebraska Extension, you play a vital role in connecting the mission of the University of Nebraska–Lincoln with the needs of your local community. To fulfill this responsibility, it's important to understand Extension from both a broad, strategic perspective and a practical, on-the-ground level. This includes knowing the history of how Extension came to be, its relationship with the land-grant university system, and its partnership with the Institute of Agriculture and Natural Resources (IANR), county governments, and program areas.

Nebraska Extension is part of the University of Nebraska–Lincoln, which operates under three core missions: teaching, research, and service. These missions are carried out through the university's colleges and divisions, including the **Institute of Agriculture and Natural Resources (IANR)**. IANR is dedicated to advancing Nebraska's agricultural and natural resource systems while driving innovation in food production, environmental stewardship, health, business development, and youth engagement. This commitment supports Nebraska's growth and prosperity through teaching, research, and Extension.

IANR is composed of four key components:

- **College of Agricultural Sciences and Natural Resources (CASNR):** Focused on developing leaders in agriculture and natural resources.
- **Agricultural Research Division (ARD):** Conducts research to address both global and local agricultural challenges.
- **Nebraska Extension:** Delivers research-based knowledge to improve lives, businesses, and communities across the state.
- **College of Education and Human Sciences (CEHS):** Advances human health, youth development, and family well-being through interdisciplinary approaches.

Through its land-grant tradition, the University of Nebraska–Lincoln and IANR are committed to sustainable growth, innovation, and community engagement, empowering Nebraskans to thrive in an evolving world. This commitment is realized through Cooperative Extension, which partners with federal, state, and county governments to ensure a presence in every county. Extension brings research-based education and resources directly to communities, addressing local needs and preparing for the future.

As an Extension Board member, you are part of this long-standing tradition of service and engagement. Your role is to guide and support Extension programs at the county level, ensuring they meet the needs of your community while aligning with the broader mission of Nebraska Extension. This handbook provides you with the foundational knowledge and tools to succeed in this role.

By understanding the history, structure, and mission of Nebraska Extension and IANR, you will be better equipped to advocate for its programs, support its staff, and help shape its future. Thank you for your dedication to advancing the mission of Nebraska Extension and for your service to the people of Nebraska.

LAND GRANT ACKNOWLEDGEMENT

The University of Nebraska is a public, land-grant institution with campuses and programs across the State that reside on the past, present, and future homelands of the Pawnee, Ponca, Oto-Missouria, Omaha, Dakota, Lakota, Arapaho, Cheyenne, and Kaw Peoples, as well as the relocated Ho Chunk (Winnebago), Iowa, and Sac and Fox Peoples.

As a land-grant institution, we strive to connect land, knowledge, and access. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We are standing on ancestral lands of the First Peoples who occupied this area we now call Nebraska. We pay respects to Native elders past and present.

Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today.

OUR PURPOSE

PURPOSE OF EXTENSION

As the land-grant university in Nebraska, UNL serves Nebraskans through research, education, and Extension. Nebraska Extension works with the University system to identify individual and community needs, collaborate and learn from their research, and bring expertise in 8 program areas to all Nebraskans. We strive to connect with all the state's 93 counties. Nebraskans turn to Nebraska Extension to strengthen their families, inspire their communities, empower young people, conserve and protect natural resources and advance their farms, ranches and businesses.



Scan the QR code to learn more about Extension's statewide impact



Scan the QR code to learn more about Extension's strategic direction (Big 3).

EXTENSION'S MISSION, VISION, & VALUES

Mission: Engaging with Nebraskans wherever they are, connecting them with the resources, research and innovation of the University of Nebraska.

Vision: To be the trusted educational resource for every Nebraskan, inspiring fulfilled, prosperous and healthy lives.

Values:

- **Uniquely Local:** We are where you are. We are the only team bringing the resources of the University of Nebraska to all 93 Nebraska counties, serving the distinct needs of Nebraskans from all walks of life in every corner of the state.
- **Collaborative:** We love working with our fellow Nebraskans. We convene stakeholders, leaders, and experts to co-create solutions that make a positive impact on complex issues facing Nebraskans.
- **Relevant:** If it's important to you, it's important to us. We leverage the fundamental strengths of Nebraskans and the University to create results that truly matter to lives and livelihoods.
- **Accountable:** We answer to the Nebraskans we serve. We return Nebraskans' investment in their University directly to their counties and communities, showing proof of performance through transparent reporting.
- **Research-based:** You can count on us for unbiased information. We provide scientifically sound insight that helps Nebraskans make important decisions with even greater confidence.
- **Inclusive:** We're here to serve all Nebraskans. We honor and respect every person and every interaction and proactively foster a welcoming and inclusive culture in which accessible, meaningful learning experiences are available for everyone.
- **Responsive:** We're ready when and where Nebraskans need us. We listen to what's on the minds of Nebraskans and assemble the right teams with the right expertise to address their challenges and capitalize on opportunities.
- **Innovative:** We're never satisfied with the status quo. We anticipate and embrace change and continually challenge ourselves and our stakeholders to take a "what if?" and "why not?" approach to problem-solving.

PURPOSE OF EXTENSION BOARDS

Extension boards are an integral part of the University land-grant system and are established by law (Nebraska Statute 2.1602). As a voting member of the advisory body of the Nebraska Extension Program, Extension Boards focus on programming, advocacy, personnel, and financial stewardship. Extension board members are appointed by the local county board, making this role part of county government. It is integral to engage the knowledge, talents, and perspectives from stakeholders in each county.



Extension board members are appointed or approved by the county board of supervisors or commissioners, making the extension board a part of the county government. A complete listing of the extension board's responsibilities is found in the interlocal agreement and county extension by laws.

PURPOSE OF NACEB

The Nebraska Association of County Extension Boards (NACEB) is a non-profit organization that's mission is to support Nebraska Extension (<https://naceb.org>).



More specifically, communicating with and strengthening individual county Extension boards across Nebraska, while also communicating, seeking counsel, and working in connection with Nebraska Extension, a division of the Institute of Agriculture and Natural Resources at the University of Nebraska-Lincoln, to provide advisory and advocacy on behalf of Nebraska Extension.

Extension board members are encouraged to participate in NACEB's Annual Meeting and Legislative Day (usually in February) and Summer Meeting (usually in June).

Current and former Extension board members can serve as a Director on the NACEB state-wide board. NACEB has 2 Directors per Engagement Zone.

RESPONSIBILITIES OF EXTENSION BOARD MEMBERS

BOARD MEMBER RESPONSIBILITIES

A full list of board member responsibilities is included in the "Extension Board Member Position Description & Agreement" document located at the end of this handbook.

- **Governance and Compliance:** Attend board meetings and actively participate. Refer to "Board Member Engagement" document for suggested way to participate which is located at the end of this handbook.
- **Collaboration and Communication:** Work collaboratively with the Lead Educator/Unit Leader and represent the board professionally.
- **Advocacy and Community Engagement:** Advocate for Extension programs by sharing impacts with stakeholders, attending events, and supporting local and regional educational programming priorities.
- **Strategic Vision and Planning:** Contribute to shaping a forward-looking vision, participate in strategic decision-making while ensuring programming aligns with community needs.
- **Financial Oversight:** Collaborate on budget development and advocate for facilities, equipment, and staff to support program objectives.
- **Inclusivity and Leadership Development:** Promote diversity within the board and Extension programs, stay informed about community needs, and recruit and mentor new board members.
- **Reporting and Accountability:** Build positive relationships with County Board(s) and provide input on staff performance for effective management.

EXTENSION BOARD OFFICER RESPONSIBILITIES

A full list of responsibilities is included in the “Constitution and By-Laws” located at the end of this handbook.

President

- Lead meetings.
- Appoint all committee chairs and, with the Lead Educator/Unit Leader, recommend who will serve on committees.
- Assist Lead Educator/Unit Leader in preparing board meeting agendas.
- Act as a spokesperson for the organization.

Vice President

- Carry out special assignments as requested by the President.
- Understand the responsibilities of the President and be able to perform these duties in the chair’s absence.

Secretary

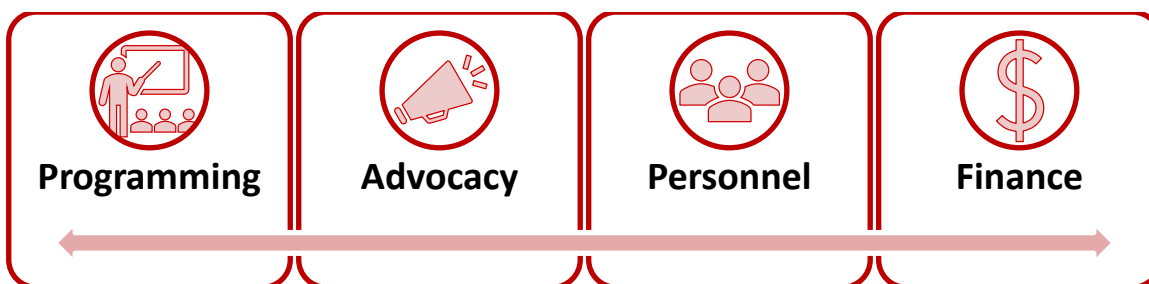
- Ensure the safety and accuracy of all board records.
- Take board meeting minutes or review minutes if that task is assigned to a staff member.
- Assume responsibilities of the President in the absence of the board President and Vice President.

Treasurer

- Understand financial accounting for Extension.
- Work with the Lead Educator/Unit Leader to ensure that appropriate financial reports are made available to the board on a timely basis.

The Treasurer position can be combined with another officer position depending on the size of the board and the county structure.

FOUR AREAS OF RESPONSIBILITY



1. Programming

Extension board members serve as the eyes and ears of Nebraska Extension, in connection with local Extension staff, in the community through identifying needs of the community, participating in Extension programming, and staying informed about Extension and UNL.

The Extension board should work alongside Extension staff to identify Extension program objectives, goals, and needs.

2. Advocacy

Great board members utilize their networks to share the value of Extension, helping others understand the return on investment that Extension brings to the state of Nebraska.

It is important for Extension board members to build ongoing relationships with county board members to effectively advocate for Extension. This is crucial because the county Extension budget is part of the county's general fund.

3. Personnel

Support the local Extension professional team and Accountability Region Educators serving the area. Provide community feedback and help create a positive team environment. This paragraph needs more work. Intentionality of what their role is specific to this.

Board members may also provide positive and constructive input on Extension faculty and staff performance to help administration gain a more complete picture of individual and team performance. Board members may also be asked to serve on local interview committees.

4. Finance

Board members review and provide an oversight of the county budget and expenses, seeking clarification and addressing any concerns that may arise.

EXTENSION BOARD MEETINGS

The minimum number of board meetings a year is outlined in the Extension Board's constitution and by-laws. Additional meetings may be scheduled to address specific concerns.

By state statute, subdivisions of government must have a meeting agenda prepared and ready for public examination 24 hours before the meeting. Extension board meetings fall within the framework of this requirement and Lead Educator/Unit Leaders and Board President must adhere to this requirement of the Nebraska Open Meetings Law.



NEBRASKA OPEN MEETING ACT

Extension Boards are required to follow the Nebraska Open Meeting Act (<https://ago.nebraska.gov/open-meetings>).

To ensure meetings are open to the public, the Nebraska Open Meeting Act requires boards to:

- Conduct affairs and transact business in meetings which are open to the public.
- Provide notice of the date, time, and place of any regular or special meetings.
- Make the agenda for any meeting available to anyone requesting the agenda.
- Recess into Executive Session only for those reasons stated in the statute, which are:

- Personnel matters of non-elected personnel.
- Consultation with an attorney which would be deemed privileged in attorney-client relationships.
- Matters relating to employer-employee negotiations.
- Matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution.
- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

The Nebraska Open Meeting Act allows for no more than half of meetings to be held virtually in a calendar year if the following requirements are met:

- The meeting is publicized as a virtual meeting with a link for the public to connect. Board members should have access virtually to the agenda, all documents presented at the meeting, and a link to the current version of the Open Meeting Act. The virtual meeting should be recorded.
- There must be at least one physical site open to the public and identified in the notice. At the site there should be a copy of all documents presented at the meeting.
- Members of the public are provided with a reasonable opportunity to provide input, including public comment or questions, to the same extent if virtual conferencing was not used.

SUCCESSFUL BOARD MEETINGS

Board meetings are intentionally centered on bigger picture topics to leverage the board’s collective expertise and perspective in helping guide the organization’s future direction and meaningful impacts.

Tips for running an effective board meeting:

- **Set a Clear Agenda:** Board President and Lead Educator/Unit Leader meet in advance
- **Encourage Participation:** Invite input, but manage discussion to avoid derailment
- **Follow Parliamentary Procedure:** Use motions to guide discussions following Robert’s Rules of Order
- **Stay Focused:** Keep the focus on long-term goals and avoid operational minutiae
- **Summarize Decisions:** Clarify action items, responsibilities, and timelines

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules and guidelines designed to ensure orderly, fair, and efficient meetings. It helps groups make decisions in a structured and democratic manner, ensuring every member has a voice while maintaining focus and productivity.

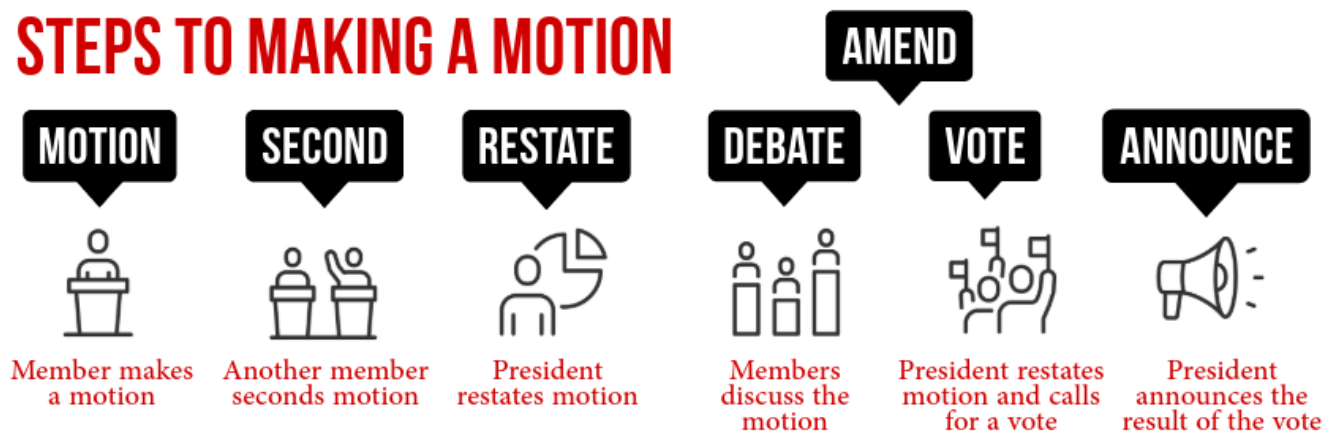
Robert’s Rules of Order, one of the most widely used guides to parliamentary procedure, provides a framework for conducting meetings that promote participation, protect minority opinions, and uphold the will of the majority. By following these rules, Extension Boards can maintain transparency, foster collaboration, and make informed decisions that benefit their communities.

Key principles of Robert’s Rules include:

- **Orderly Discussion:** Members speak one at a time after being recognized by the chair.
- **Majority Rule:** Decisions are made by majority vote, ensuring fairness.
- **Equal Opportunity:** All members have an equal chance to contribute to discussions and decision-making.
- **Clarity:** Motions and decisions are clearly stated and recorded for accountability.

Using parliamentary procedure doesn’t require mastery of all its complexities. Instead, understanding the basics can help meetings run smoothly and keep the board focused on its mission.

STEPS TO MAKING A MOTION



Items That Require a Motion:

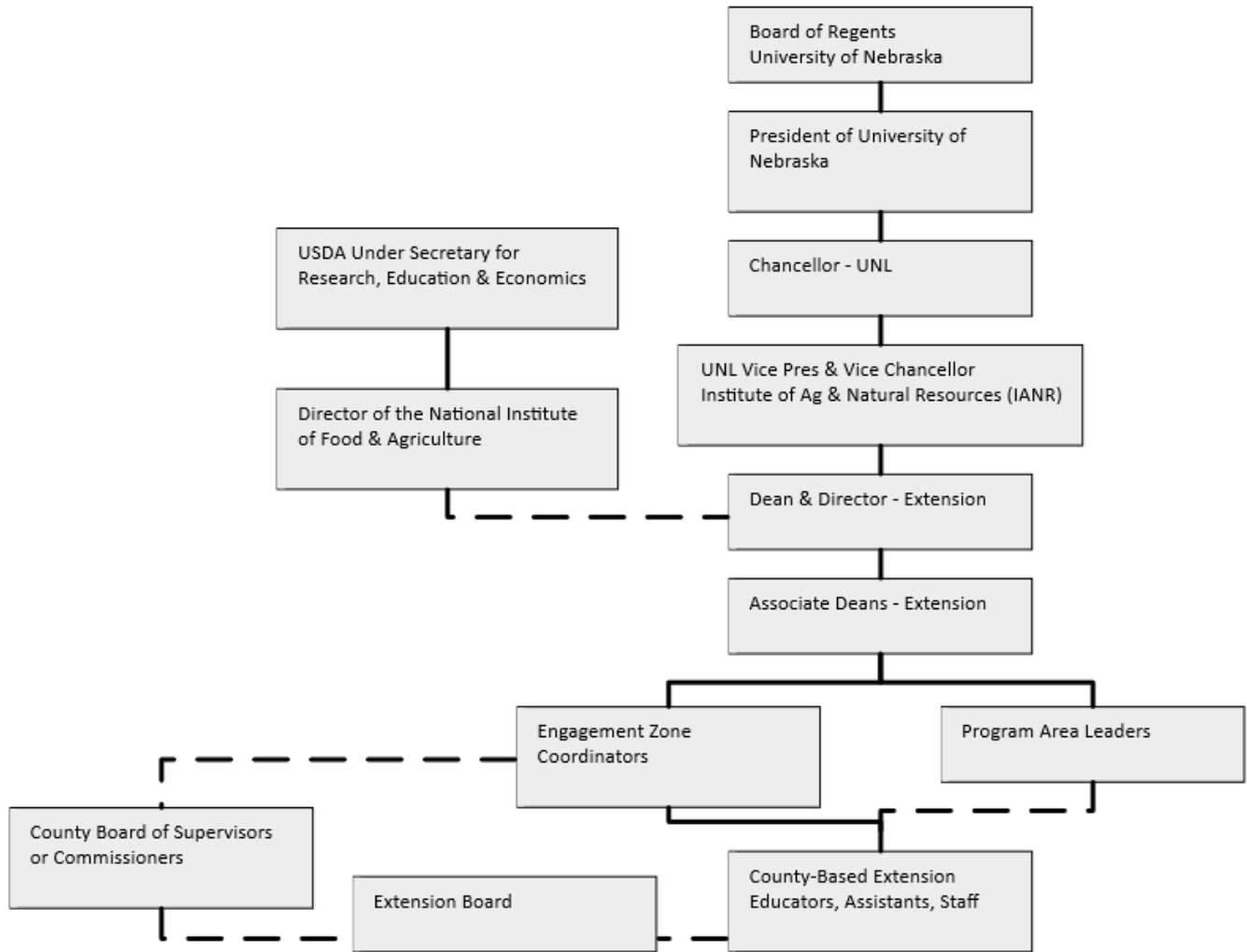
- Approval of Meeting Minutes
- Adopting or Amending Bylaws or Policies
- Budget Approval or Amendments
- Election of Officers
- Approval of Contracts or Agreements
- Setting Meeting Dates or Locations
- Establishing Committees or Assigning Tasks
- Major Financial Decisions (e.g., expenditures, purchases)

Items That Are Just Discussion:

- Updates from Staff or Committees
- Informational Reports
- Brainstorming or Idea Sharing
- General Announcements
- Community or Stakeholder Input
- Reviewing Agenda Items for Future Action

EXTENSION ORGANIZATIONAL OVERVIEW

ORGANIZATIONAL CHART



EXTENSION STAFF ROLES

Extension Educators/Instructors & Extension Assistants/Associates

- Extension educators have a master's degree in a field relevant to their programming area. Their primary function is outreach education, program management, and Lead Educator/Unit Leader responsibilities.
- Extension instructors have a bachelor's degree and have 5 years from the date of hire to complete a master's degree in an approved field relevant to their programming area.
- Extension Assistants have a bachelor's degree (County paid Extension Assistants/Associates may not have a degree requirement). They are generally responsible to train/teach, plan, and conduct events in the community. These positions are generally held by 4-H and FNH.
 - Extension Associates have completed the promotion process and have advanced from Assistant to Associate title.
- The roles and responsibilities of the above positions are determined by their specific program areas and position descriptions.
- The priority relationship between the board and the educator/assistant is with programs. Extension board members need to stay current in programming through updates provided by the extension educators and assistants. Extension educators, instructors, and assistants look to the extension board for advice and suggestions concerning their programs.

Lead Educator/Unit Leader

- Lead Educator/Unit Leader is the person(s) designated as the administrator of the local extension program and office. The Lead Educator/Unit Leader manages budgets, supervises office personnel and provides leadership for program planning and execution along with providing public relations for the unit.
- The extension board provides oversight and advice to the local program function. The relationship between the extension board and the Lead Educator/Unit Leader is critical to smooth operations. The Lead Educator/Unit Leader must communicate and keep the extension board informed on all matters which are relevant to the board. The extension board in turn makes decisions, acts on the best information and provides advice to the Lead Educator/Unit Leader.
- Lead Educator/Unit Leader roles can be distributed by Educators/Instructors in each office or held by only one individual.

Support Staff

- Office Managers and other support staff are responsible for a variety of functions in the local office. Support staff normally report to the Lead Educator/Unit Leader, though this responsibility may be delegated to other extension educators in specific programs.

- The extension board relationship with support staff is indirect, but boards should observe office personnel occasionally and share these observations with the Lead Educator/Unit Leader.

Engagement Zone Coordinator

- The Engagement Zone Coordinator (EZC) provides liaison between the extension board and the University. The EZC represents the University in all matters relating to personnel, programming and financing.
- The EZC supervises Extension Educators who are funded by the University. They work directly with the Extension board on personnel matters such as refilling positions, training new educators, performance matters and special financial situations. The EZC may assist extension boards in budgeting including contacts with supervisors or commissioners. The Extension board should communicate regularly with the EZC regarding personnel concerns.

Additional Program Roles

- Local offices may choose to hire part-time or summer staff. Additionally, there maybe to key volunteers who assist with programming or office support such as Master Gardener volunteers.
- Program (Area) Leaders lead the eight (8) primary programs of Extension. They provide vision, guidance, and future planning of programs through research, collaboration, and UNL's strategic vision. Program (Area) Leaders often hold dual roles as an educator or within a college in IANR.
- Specialists hold a PhD, and many have combined appointments with teaching and/or research responsibilities. Specialists provide expertise, research-based knowledge for programming, and may deliver programs across the state.

Accountability Regions

- Accountability Regions ensure every county has access to all of Extension's eight programming areas. The accountability region provides Extension Educators a region to establish programmatic relationships, understand emerging issues, create co-learning environments, and deliver programs targeted to the specific needs in their specialty area.

UNIVERSITY & COUNTY FUNDED EMPLOYEES

Extension educators and instructors are funded by the University.

Extension assistants and associates may be funded through state/federal funding or through the county with an addendum to the interlocal agreement.

Extension assistants/associates may also be funded by the County without an agreement to become a UNL employee.

Office managers and other support staff positions are funded by the County.

Positions funded by the University or through the County Interlocal Agreement (ILA) are governed by the same policies that apply to other University employees.

Positions funded by the County are governed by the same policies that apply to other County employees in that county(ies), as established by county officials.

Policies related to holidays, vacation and sick leave may be different from the University. If questions arise, the EZC should be consulted. Other management issues of county funded positions include:

- Supervision and personnel functions should be the responsibility of the Lead Educator/Unit Leader.
- The Lead Educator/Unit Leader has responsibility for the hiring of county staff and should solicit input from other staff and the extension board. Adherence to county policies is a must in these situations.
- The Lead Educator/Unit Leader should prepare an evaluation of performance for each county employee and share this with the employee. The extension board and other staff should provide input into this process. Disciplinary actions and terminations are the responsibility of the Lead Educator/Unit Leader following county policies.
- The level of compensation is usually determined by county policies related to position classification, etc. County officials normally give guidelines for annual increases in compensation. These are negotiated in the annual budget process. It is important to note that county-funded University positions follow University compensation guidelines.

CIVIL RIGHTS RESPONSIBILITIES

Nebraska Extension receives funding from the Federal, State, and County government. USDA Regulation 7 CFR 15 states “When an organization receives more than ZERO dollars, there is an obligation to comply with civil rights laws.”

It is important to know the responsibility for compliance with the civil rights laws functions in a tiered system.

- The USDA provides federal financial assistance to the University of Nebraska-Lincoln.
- The University of Nebraska-Lincoln provides federal financial assistance to Nebraska Extension.
- Nebraska Extension provides federal financial assistance to collaborators, groups, participants, or volunteers.

Each group must ensure that civil rights obligations are met not only themselves, but the groups under them. **This means that one of your roles as a board member is to ensure that your County Office is complying with all civil rights laws.**

Civil Rights Laws	
Title VI of the Civil Rights Act of 1964	<i>Prohibits discrimination on the basis of race, color, sex or national origin.</i>
Title VII of the Civil Rights Act of 1964	<p><i>Prohibits employment discrimination based on religion.</i></p> <p>Religious accommodation...</p> <ul style="list-style-type: none"> • Supports accommodations to sincerely held religious beliefs unless it would impose an undue hardship. • Does not have to be mainstream religion to be accommodated. • Accommodation should not impact other people’s rights.
Title IX Education Amendments of 1972	<i>Prohibits discrimination on the basis of sex.</i>
Rehabilitation Act of 1973	<p><i>Prohibits discrimination on the basis of disability.</i></p> <p>No discrimination in employment, programs, and access to electronic and information technology.</p>
Age Discrimination in Employment Act of 1967	<i>Prohibits discrimination based on age.</i>
Americans with Disabilities Act of 1990	<p><i>Prohibits discrimination on the basis of disability or discrimination because of the known relationship or association with a person with a known disability.</i></p> <p>Reasonable accommodations need to be offered unless it causes undue hardship to the organization, or would fundamentally alter the nature or operation of the organization or program.</p>
Executive Order 13166	<p><i>Prohibits discrimination on the basis of limited English proficiency (LEP) as a result of their national origin.</i></p> <p>This order requires that we work to provide meaningful access to programs and activities offered.</p>
Executive Order 13672	<i>Prohibits discrimination in the civilian federal workforce on the basis of gender identity and in hiring by federal contractors on the basis of both sexual orientation and gender identity.</i>

Federal Requirements for Civil Rights Compliance

<p>Must have a policy of non-discrimination that states equal program and employment opportunity.</p>	<p>The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.</p>
<p>Public Notification and Displaying "Justice For All" Poster</p>	<p>We have an obligation to:</p> <ul style="list-style-type: none"> • Notify the public of our policy of non-discrimination. • Notify the public that we are an equal program and equal opportunity provider. • Offer reasonable accommodations for those needing them. • Ensure that all program advertisements, presentations, position advertisements, and printed materials developed for public use indicate this. • Offer contact information so that individuals may request accommodations, if needed. <p>The "Justice for All" poster should be displayed in all common areas, meeting rooms, etc. where the public can see it.</p>
<p>Must provide reasonable accommodations regarding religion based on Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and the Limited English Proficiency Executive Order 13166.</p>	<p>Refer to civil rights laws listed above.</p>
<p>Must have a complaint procedure in place for program and employment.</p>	<p>Individuals may contact to share their concerns or complaints:</p> <p>UNL's Institutional Equity and Compliance Office</p> <ul style="list-style-type: none"> • https://www.unl.edu/equity/ • Utilize the "Report Discrimination and Harassment" button to locate the electronic form to fill out. <p>USDA's Office of the Assistant Secretary for Civil Rights</p> <ul style="list-style-type: none"> • https://www.usda.gov/oascr/home

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.	