



EXTENSION BOARD MEMBER POSITION DESCRIPTION & AGREEMENT

Board Member: _____

Title: Member, _____ County(ies) Extension Board.

Term: This is a three-year term with the potential for re-election to one additional three-year term.

Purpose: To serve as a voting member of the advisory body of the Nebraska Extension Program in _____ County(ies) with a focus on programming, advocacy, personnel, and financial stewardship. Extension board members are appointed by the local county board, making your role part of county government.

1) Attendance and Participation

- a. Attend every board meeting and adhere to the minimum meeting requirements outlined in the organizational bylaws.
- b. Participate in board member orientation and attend professional and leadership development activities.
- c. Represent the local Extension board at Nebraska Association of County Extension Boards (NACEB) Legislative Day and Summer Experience meeting annually.
- d. Serve on standing and ad hoc committees as requested, contributing time, talent, and resources to further the mission of the organization.

2) Governance and Compliance

- a. Read and abide by the constitution and bylaws of the organization and be familiar with the interlocal agreement between Nebraska Extension and the local County Board(s).
- b. Actively participate in board meetings, demonstrate commitment, and contribute to the decision-making process.
- c. Ensure all actions align with the governing principles and responsibilities as outlined in the bylaws and agreements.

3) Collaboration and Communication

- a. Work collaboratively with the Lead Educator/Unit Leader and Extension Leadership Team representatives.
- b. Present the organization in a positive light within the community, recognizing that, in the board room, we are many voices, but outside of the board room, we are one unified voice.
- c. Listen respectfully to diverse points of view and strive for board consensus.
- d. Respect the confidentiality of deliberations, contributing to a climate of trust among board members, the Lead Educator/Unit Leader, and Extension Leadership Team representatives.

4) Active Participation

- a. Be open to the various points of view of board members and the unique needs of individuals and groups being served by Extension programming.
- b. Stay informed about the needs of the community, including both existing and new audiences.

- c. Be well-informed on agenda items in advance of meetings, offering skills, knowledge, and leadership to contribute to strategic decision-making.
- 5) **Community Engagement**
- a. Attend community events sponsored by the organization as requested.
 - b. Assist Extension professionals in identifying local and regional educational programming priorities.
 - c. When appropriate, collaborate with regional Extension Boards to efficiently meet programming needs.
- 6) **Strategic Planning and Future Vision**
- a. Be mindful of the past while helping to build a vision for the future and executing plans to achieve it.
 - b. Actively participate in organizational decision-making to shape and execute plans that further the organization's mission.
- 7) **Advocacy and Representation**
- a. Represent the organization to the public and advocate for Extension by sharing program accomplishments and impacts with key stakeholders.
 - b. Secure the necessary budget, facilities, equipment, technologies, support staff, and managerial professionals (e.g., Extension Assistants/Associates) to accomplish program objectives.
- 8) **Financial Oversight**
- a. Work with the Lead Educator/Unit Leader, University of Nebraska Extension, and the local County Board(s) to develop and approve an annual program budget, presenting it for consideration in accordance with state and County Board requirements.
- 9) **Board Relationships and Reporting**
- a. Establish a positive and productive working relationship with the County Board(s).
 - b. Prepare and file an annual report for the County Board(s) that highlights organizational accomplishments.
 - c. Provide input on Extension faculty and staff performance to support effective organizational management.
- 10) **Board Development**
- a. Participate in NACEB activities and initiatives to stay engaged with the broader Extension community.
 - b. Identify, recruit, and mentor new board members, ensuring continued strength and leadership for the organization.

Statement of Commitment:

I understand the responsibilities and obligations expected of me as a member of the _____ County(ies) Extension Board. I agree to serve for the term beginning January 1, _____ and ending December 31, _____. During that term, I will actively and responsibly represent Nebraska Extension in my community, county(ies), and the state.

Signature (Sign or type name)

Date