

County Extension Board Member Role Description

Expectations of the Board as a Whole

The mission of Purdue Extension is to deliver practical, research-based information that transforms lives and livelihoods.

The board is responsible for supporting this mission at the local level by:

- Working in partnership with county Educators to identify and prioritize local educational needs that Extension may address
- Promoting Extension programs to the public and advocating for support of local programs
- Giving input into the annual proposed budget for the county Extension program
- Providing feedback on the effectiveness of local Extension programming
- Serving as the final level to which a county program grievance can be adjudicated
- Assessing its own performance as the leadership body of the local organization

Expectations of Individual Board Members

Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs by:
 - Participating in a board orientation
 - Becoming familiar with each Extension educator and his or her programs
 - Attending Extension-sponsored educational events
 - Learning about how the county Extension office is funded
 - Completing the annual civil rights training and helping ensure the local extension program makes all reasonable efforts to reach all audiences
- Serve as an advocate and ambassador for the organization by:
 - Fully engaging in identifying and securing the financial resources and partnerships necessary for Extension to advance its mission
 - Helping identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees

Board Members are Also Expected to

- Follow the organization's bylaws and policies
- Sign an annual conflict of interest disclosure and complete a volunteer screening form and an adult behavioral expectations form
- Maintain confidentiality about all internal matters of the organization
- Commit to a term of three years. Terms can be renewed once, for a total of six years.