



Duties & Responsibilities EXTENSION DISTRICT BOARD MEMBER

Position Title

County Extension District Board Member

Term of Appointment

Three years as specified in KRS164.635 and Extension District Board Guidelines

Location/Number of Meetings

The County Extension District Board will meet annually in January as prescribed in KRS 164.645, then periodically throughout the year as scheduled by the Board. Meetings must comply with KRS 61.805-61.826.

General Purposes

The Extension District Board is an agency of the state to function with authority for making fiscal and financial decisions for the Extension District in cooperation with the University of Kentucky. The County Extension Council will provide advice, recommendations, and assistance to the Extension District Board for use in making business and fiscal matter decisions for the overall well-being of the people and communities in the Extension District. Extension District Boards are authorized through KRS 164.605-164.675.

Specific Functions

Primary functions of the Extension District Board are detailed in KRS 164.655 (see attached). In broad terms, Extension District Boards serve as an agency of the Commonwealth and manage and transact the business of the Extension District. The board enters into an annual memorandum of agreement with the extension service and the extension district and works cooperatively with the extension service and the extension council in conducting an extension program in agriculture, home economics, youth work and related subjects in the extension district. Each year, the Board prepares an annual budget for the district, incorporating advice and recommendations from the County Extension Council and administers the annual budget ensuring policy and procedure compliance and accountability.

Qualifications

Extension District Board members must be citizens residing within the Extension district and appointed by the County Judge Executive from nominations submitted by the County Extension Council pursuant with KRS 164.630, 164.635 and 164.660.

Board Member Expectations

All Extension District Board members will be expected to:

1. Take and sign the oath of public office.
2. Attend and actively participate in Extension District Board meetings.
3. Attend and actively participate in County Extension Council meetings.
4. Comply with all applicable Kentucky Revised Statutes, administrative regulations, and policies and procedures of Kentucky Cooperative Extension.
5. Adopt and adhere to a code of ethics.
6. Complete the required conflict of interest disclosures.
7. Willingly work with Kentucky's land-grant universities to implement a strong local Extension program.

Benefits

- Members will affect the lives and futures of individuals, communities, and the county as a whole through the overall impacts of the local Extension program.
- Members will develop personal working relationships with other community leaders and the Cooperative Extension staff.
- Members will gain satisfaction and fulfillment as they see progress in various program initiatives.
- Members will gain insight to other local county programs through local collaborations and to other University of Kentucky and Kentucky State University programs as well.
- Members will have opportunity to experience Kentucky Extension trainings, forums, and workshops on leadership and volunteer programs.