

Volunteer Position Description

Extension District Board Member
Cooperative Extension Service
University of Kentucky

POSITION TITLE:

Extension District Board Member

TIME REQUIRED:

- Term of Appointment is three years as specified in KRS164.635 and Extension District Board Guidelines.
- 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.

LOCATION:

The Extension District Board will meet at the County Extension office or other designated location in the county.

GENERAL PURPOSE:

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 RESPONSIBILITIES:

- Primary functions of the Extension District Board are detailed in KRS 164.655.
- 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 and natural resources, home economics (i.e., family and consumer sciences), youth work (i.e., 4-H youth development) and related subjects (including Blueprint Kentucky) in the extension district.
- 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.
All Extension District Board members will be expected to:
 - Take and sign the oath of public office.
 - Attend and actively participate in Extension District Board meetings.
 - Attend and actively participate in County Extension Council meetings.
 - Comply with all applicable Kentucky Revised Statutes, administrative regulations, and policies and procedures of Kentucky Cooperative Extension.
 - Adopt and adhere to a code of ethics.
 - Complete the required conflict of interest disclosures.
 - Willingly work with Kentucky's land-grant universities to implement a strong local Extension program.

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.
- Members shall provide their own transportation to meetings and activities.

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.

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky.

SUPERVISOR: (Extension personnel responsible and accountable for this position)

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

e-mail:

"I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."

SIGNATURES:

Signature of volunteer

Date

Signature of extension professional

Date

**Cooperative
Extension Service**

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English.
University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506

