

Responsibilities and Duties of the Extension Board

The Extension Board shall:

- 1. Conduct a yearly review of the Memorandum of Understanding between Kansas State University and the local board.
- 2. Transact all business of the local unit.
- 3. Control all property of the local unit.
- 4. In cooperation with the Director of Extension, select and appoint extension agents.
- 5. In cooperation with the director's representative, determine extension agent compensation.
- 6. In cooperation with the director's representative, supervise the extension agents.
- 7. In cooperation with the director's representative, approve all accounts and expenditures of funds of the local unit.
- 8. Fill vacancies in offices and membership of the council and board.
- 9. Take and sign oath of public office.
- 10. Approve program plans prepared by program development committees.
- 11. Pay for the bond of the treasurer of the board.

County Extension Councils have these additional responsibilities:

- 12. Hold a joint board meeting with the newly elected board each year between January 2 and January 15, to provide all reports, records, and other information necessary to the operation of the program.
- 13. Fix the date, time, and place for each election in the commissioner districts or the county at large, and the annual meeting of the council.
- 14. On or before July 15 of each year, file with the county commissioners in the office of the County Clerk:
 - a. List of the current members of the council and board
 - b. Certification of election of officers
 - c. Certificate by the Director of Extension that the council is properly functioning and entitled to receive the appropriations provided by law
 - d. A proposed budget, prepared in cooperation with the director's representative.
- 15. Pay the cost of publishing public notices of annual election meetings and the annual meeting of the council.

District Extension Boards have these additional responsibilities:

- 16. Organize annually in January by electing from among the members a chair, vice-chair, secretary, and treasurer.
- 17. Appoint program development committees to develop educational programming in agriculture, family and consumer science, 4-H youth development, and community development.
- 18. With the director's representative, adopt the annual budget for the district.
- 19. Make an annual tax levy to fund the local extension educational programming.

Each of the foregoing duties is specified by law. The board may also desire to develop a written set of policies for the guidance of the Program Development Committees, council, and the board.

Source: Handbook for County Extension Councils and District Governing Bodies