



Nebraska Extension in Lancaster County Extension Board Member Position Description

*Extension Board members must be
registered voters in Lancaster County.*



- Title:** Lancaster County Extension Board Member
- Term:** Three years, expiring December 31 _____, 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 Lancaster County, focusing on programming, finance, personnel and advocacy. Extension board members are appointed by the local County Board of Commissioners, making them a part of county government.

Expected Meeting Attendance:

- Make every effort to attend every board meeting.
- Participate in board member orientation.
- Attend board professional and leadership development activities.
- Represent local Extension Board at annual Nebraska Association of County Extension Boards (NACEB) Legislative Day and summer meeting.
- Serve on standing and ad hoc committees as requested.

Obligations of the Board:

- Commit time, talent and resources to promote, value and further the mission of the organization.
- Read and abide by the constitution and bylaws of the organization. Also, be familiar with the inter-local agreement between Nebraska Extension and the local County Board of Commissioners.
- Actively participate in board meetings and demonstrate commitment to board activities and sponsored events.
- Work collaboratively with the Unit Leader and Nebraska Extension Leadership Team representatives.
- Commit to presenting the organization in a positive light in the community.
- Listen respectfully to all points of view, striving for board consensus.
- Respect the confidentiality of discussions made at board and committee meetings.
- Encourage and practice inclusiveness and diversity within the board and among clientele.

Specific Duties:

- Become educated about the needs of the community including existing and new audiences.
- Be informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge, experience, strategic thinking and leadership.
- Assist Extension professionals with identifying local and regional educational programming priorities.
- When appropriate, engage in collaborative efforts with regional Extension Boards to more efficiently and effectively meet program needs.
- Be mindful of the past while helping build a vision for the future and executing plans to achieve that vision.
- Actively participate in organizational decision-making.
- Represent the organization to the general public and advocate for Extension by sharing program accomplishments and impacts with key stakeholders.
- Develop and propose adequate budget, facilities, equipment, technologies, support staff and managerial professionals (Extension Assistants/Associates) to accomplish program objectives in accordance with state statutory and Lancaster County Board of Commissioner's requirements.
- Monitor and approve claims for payment within the county budget and review Lancaster County Extension financial reports.
- Establish a positive and productive working relationship with the Lancaster County Board of Commissioners.
- Oversee preparation and filing of an annual report for the Lancaster County Board of Commissioners.
- Provide input on Extension faculty performance.
- Participate in NACEB activities and initiatives.
- Identify, recruit and mentor new board members.

Statement of Commitment:

I understand the responsibilities and obligations expected of me as a member of the Lancaster County 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 as outlined above, in my community, county and state.

Board Member Signature (Sign or type legal name)

Date