

MEANINGFUL CONNECTIONS

EXTENSION COUNCIL CONFERENCE

GATEWAY HOTEL & CONFERENCE CENTER | AMES

March 5, 2022

Governance v. Supervision

Introductions



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Region 19



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Raise your hand

- **1-2 years on Council**
- **3-4 years**
- **5 or more**
- **More than 10**
- **County Director**
- **Personnel Committee or other manages day to day**
- **How many have had prior experience on boards/councils?**

Agenda

- Welcome and Introductions
- Governance vs Management worksheet activity
- Discussion: Roles and Responsibilities
- Breakout discussions at tables
- Report out, discussion
- Q and A, wrap up

Disclaimers

- Not all practices are transferrable and may not work in your county.
 - I.e. the practice in your daily work may not work here
- All counties operate a little differently
- Your local government specialists, HR, Regional Directors and County Directors are great resources

Governing Board

No matter the size of the organization and whether it is public, private, or non-profit, the board is there to represent its “owners” in deciding policy for the organization as a whole:

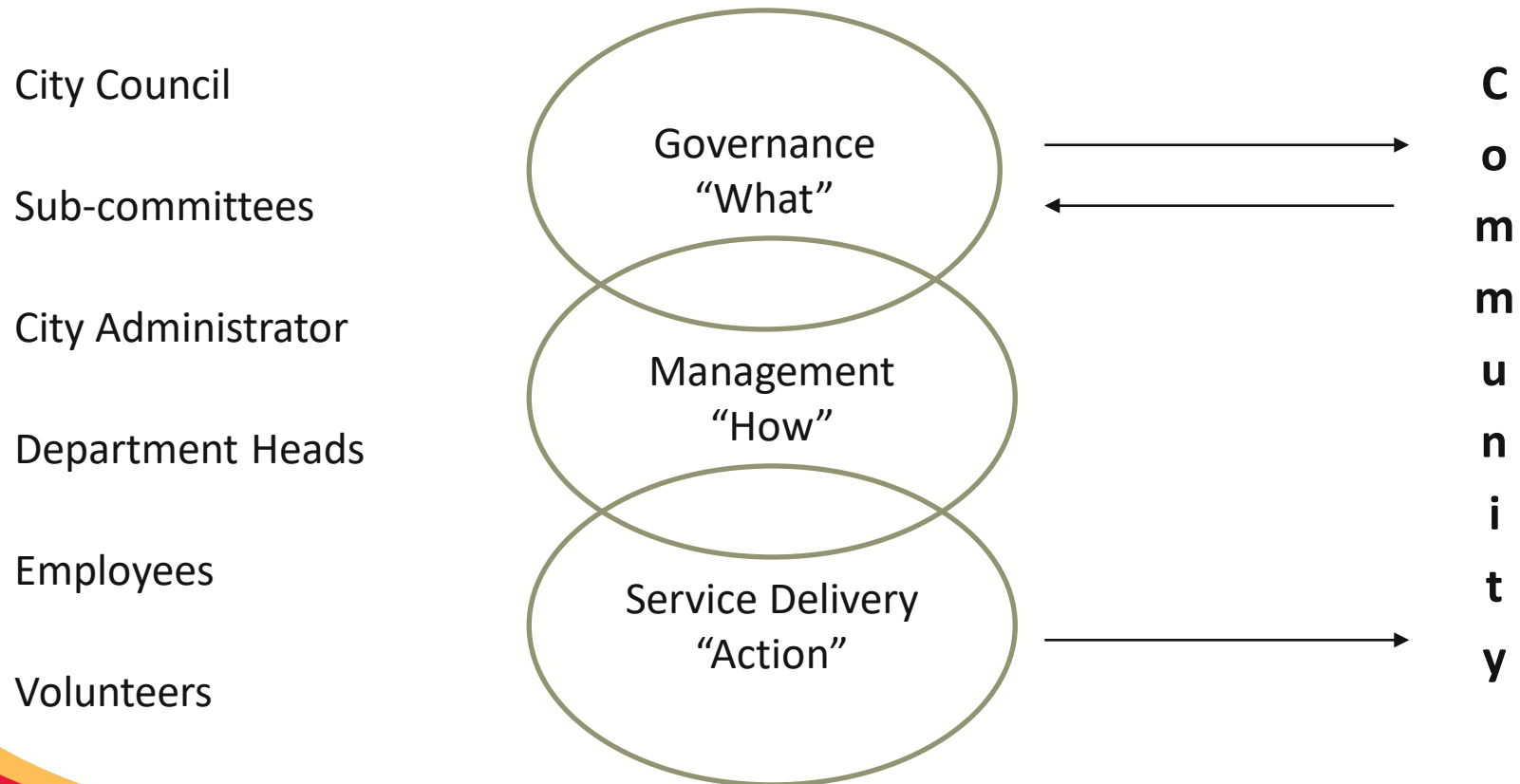
- Stockholders in a corporation
- Members of a interest group or professional organization
- **Citizens of** a community – **your County**

Example ...



Your City Council

The Organization



Ag Extension Council

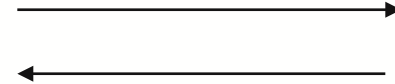
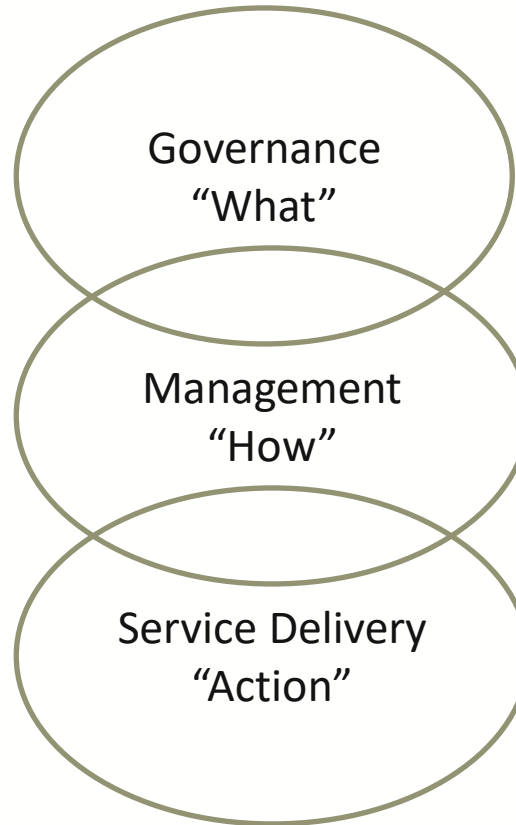
The Organization

Extension Council
Personnel & other
Sub-committees

County Director
Office Administrator

Employees

Volunteers



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Structured for Success

Note that structured for success priority was to take HR and supervision off the plate of council members.

Model 1

- Supervision and Management by Regional Director

- Model 2

- Supervision and Management by Regional Director

- Model 3

- Supervision and Management by County Director, in collaboration with RD

Structured for Success

Note that structured for success priority was to take HR and supervision off the plate of council members.

Staff Roles:

- Staff development and supervision
- Budget implementation and monitoring
- Program planning and implementation
- Council support
- Compliance activities
- Office and facility oversight

Structured for Success

Note that structured for success priority was to take HR and supervision off the plate of council members.

Council Role:

- Authority to make final decisions with respect to matters under its purview, including but not limited to employment matters for Extension District staff (hiring, promoting, demoting, leave requests, accommodations, and termination.)
- Refer to personnel and fiscal policies for county-specific roles

Best Practices for Staff Management

- “How does council supervision differ from being a direct supervisor?”
- Best practices for board supervision of staff goal setting with employees and how to provide feedback.
- Covering the structural expectations of board members managing staff
 - Best practices from extension council members
 - Common practices for goal-setting / mgmt / feedback

Small group activity

- Governance v. Management Worksheet

Report out

- Key takeaways

Director / Council Shared duties:

- Goal setters/priority setters
- Anticipate and focus on issues
- Determine vision and values
- Evaluate/review/monitor performance

Director / Council

Shared duties:

- Listeners
- Educators
- Promoters/supporters/mobilizers
- Buffers
- Set the “tone” for the district

Scenarios

- Each group will have a scenario to discuss:
 - What is the role of staff?
 - What is the role of council?
 - How would a county handle this scenario?

Questions?

Resources

- Ten principles
- Your regional and/or county director
- IECA
- Extension Council Reference Manual

References

**From Extension Council Handbook:
County Council Operations
Council Job Descriptions
Council Responsibilities**

<http://www.weaversway.coop/sites/default/files/Ten-Principles-of-Policy-Governance.pdf>

Thank you!



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Contact your Regional Director:

<https://www.extension.iastate.edu/countyservices/regions>