

December 11, 2017

TO: Kingman County Commissioners

RE: Community Board Leadership Series

To Whom It May Concern,

The Kingman County Extension Office is hosting an opportunity for the community-based boards of our area to receive valuable basic training for board members, and we'd like to invite you to attend.

Informed and committed board members are the key to healthy, effective boards and committees in our Kansas communities. K-State Research and Extension's Board Leadership Series will provide an opportunity for board members to learn the basics of being a good board member. Whether you are a member of a church board, a township board, a United Way agency board, or a rural water board, this training is appropriate for you.

The series will kick-off on February 6 with Conducting Effective Meetings. During this session, participants will learn about their roles and responsibilities as a board member, basics of parliamentary procedure, and strategies to make meetings more productive and effective.

On February 13, the topic will be Fundraising, Fund Management, Legalities and Ethics. This session will explore a board's options for raising and managing money, understanding such things as articles of incorporation, bylaws, and policies.

The February 20 session will cover Understanding Fellow Board Members and Conflict Management. Participants will explore how personalities and generational differences affect the decision-making process, and learn how to manage conflict in a way that is productive, not destructive, to the board.

Strategic Planning will be the final topic on February 27. Participants will learn about establishing a common mission and vision for the board, and how to plan priorities for the future.

All sessions will be conducted from 11:30 am to 1:30 pm. Workshop participants will meet at host sites throughout the state to take part in web-based instruction and locally facilitated discussion. The sessions in Kingman County will be held at the Kingman Expo Center, North room.

Pre-registration for the event is required by January 15. The cost of \$40, covers for all four sessions for one board member. Each registration buys a seat which can be rotated by participants. Registration includes lunch and materials. If you have questions or for registration, please give me a call at 620-532-5131.

Sincerely,

Andrea J. Wood
County Extension Agent,
Family and Consumer Sciences/4-H

Jake W. Renner
County Extension Agent,
Agriculture & Natural Resources/4-H