



1 - Leadership Advisory Board Responsibility Worksheet

The purpose of this worksheet is to guide the County Extension Agent to assure that the Leadership Advisory Board is meeting their responsibilities.

DATE OF MEETINGS FOR YEAR: _____

LOCATION OF MEETINGS: _____

TOTAL NUMBER OF LAB MEMBERS IN ATTENDANCE AT EACH MEETING: _____

Responsibility	Was this met?	Explain your response.
Review the county Extension program's mission and purpose.	YES NO	
Identify fiscal, material, and human resources to ensure quality programs can be implemented.	YES NO	
Ensure legal and ethical integrity and maintain accountability.	YES NO	
Monitor, and strengthen the existing program.	YES NO	
Enhance the county Extension program's public standing (including interpretation).	YES NO	

Summarize yearly accomplishments on another sheet (County Coordinator)