



extension
IMPACTS

County commissioners across the state have expressed the desire to provide training to current and new members appointed to county boards so they might more properly fulfill their duties and responsibilities.

County-appointed board training boosts member performance

Situation:

Many county-appointed board members want to complete their assigned duties yet lack the skills and training needed to perform to the best of their ability. County commissioners across the state have expressed the desire to provide training to current and new members appointed to county boards so they might more properly fulfill their duties and responsibilities. The University of Wyoming Cooperative Extension Service's Community Development Education (CDE) initiative team developed materials to support training programs for county boards.

The CDE team developed curriculum and educational materials to support the program. The team collaborated with the Wyoming County Commissioners' Association and specific county commissions and county attorneys in preparing a CD-based handbook for distribution to board members. Additional training materials were developed by team members to support the handbook.

The area educator used these materials to develop a four-hour educational program for county-appointed boards in the Northeast Extension Area (Campbell, Crook, and Weston counties). Four training sessions were held reaching 50 individuals.

An initial presentation was made by the county attorney about Wyoming's open meetings law and county issues. The CDE area educator presented the subjects of board vs. executive director duties, officer roles, effective meetings, and parliamentary procedure during the four-hour session.

Impacts:

Board members received written and verbal instruction on the proper functions of boards, board members, and executive directors. Participants expanded their knowledge of strategies available for effective meetings, including basic

parliamentary procedure. Participants ended by drawing a visual representation of how they wanted their board to be functioning in five years.

Evaluation surveys were completed by participants at the end of the program.

Using a Likert scale of 1 to 5, with 5 being high, the following average ratings were secured:

Instructor	4.64
Slide presentation	4.64
Work activities	4.52
Handouts	4.70
Effective class	4.72

Examples of participant comments:

- I was surprised at how much I learned. I was not looking forward to an evening training. Once I was there and it started, I was shocked at how fast the time seemed to fly! The small groups were great. Your presentation style was perfect for the audience. Thank you for a very pleasant learning experience.
- I found the class to be very useful. I liked the worksheets with fill-in spaces.
- Would like to see this course done every July after new board members are appointed; need some way to get our board members to attend, would like to see commissioners attend as well

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—Program participant