



Cooperative Extension Program
Prairie View A&M University

Leadership Advisory Board Responsibility Worksheet

Use this worksheet as a guide to ensure that the Leadership Advisory Board is meeting its responsibilities.

Dates of meetings for year: _____

Locations of meetings: _____

Total number of LAB members present 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 that can be developed to support the implementation of high-quality programs.	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	

The county coordinator will summarize yearly accomplishments on another sheet.