

TRAINER NOTES

Recruiting Candidates for Council
Trainer Notes and Council Activity

Through this council development activity, Extension councils can develop skills to recruit candidates with diverse backgrounds, experiences and skills. Upon completing the exercise, council members will:

- Comply with state statutes regarding the membership eligibility and the election process.
- Identify potential candidates to be nominated.
- Develop a consistent message when talking with potential candidates.



Agenda

At the Meeting:

1. **Introduce “Recruiting Candidates for Council” training module.** (5 minutes)
 - Discuss the importance of identifying and recruiting a representative pool of candidates for council elections.
2. **Distribute and review module materials.** (15 minutes)
 - Deliver PowerPoint presentation with speaker notes.
 - Discuss how the council will recruit candidates for the Extension council election.
3. **Lead activity.** (15 minutes)
 - Choose one or more of the following options.



Activities

Identify Potential Candidates

Using Council Composition Worksheet, identify the representation that currently exists on the council. Discuss where gaps may exist, and have council members brainstorm names of potential candidates who would help provide a balance in representation.

Role Play

Ask two council members to role play a conversation asking a potential candidate to run for a council position. One person acts as current council member, the other as a prospective candidate.

Following the conversation, ask remaining council members to critique the exchange. Record the comments on newsprint:

- Identify techniques used.
- Identify those that are most effective.
- Ask council members to reflect on what they have learned.

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Testimonials

Using the news release template, ask council members to develop testimonial statements about how University of Missouri Extension has improved the lives of county residents, including their own, and how their contributions to University of Missouri Extension have provided other personal rewards.



Facilitator Tips

Preparation time: 1 hour or less
Presentation time: 35-45 minutes

The following tips can assist trainers and council members in getting the most out of the “Recruiting Candidates for Council” training module:

1. Determine who will be the presenter(s) (council member, specialist, county program director).
2. Review “Recruiting Candidates for Council” handout and included resources, PowerPoint presentation with speaker notes, council activity and additional resources.
3. Review resources identified in module.
4. Prepare materials needed for council activity.
5. Place “Recruiting Candidates for Council” module on council agenda, and involve Regional Council Leadership Team in training exercise as needed.

What is needed? *(Note: Online resources may be used if Internet access is available.)*

- “Recruiting Candidates for Council” PowerPoint presentation with speaker notes
- Computer, projector and screen
- Copies of “Recruiting Candidates for Council” handout for participants
- Copies of:
 - The [County Extension Manual](#) (M61)
 - Council Composition Worksheet
 - Missouri Extension Council webpage (<http://extension.missouri.edu/extcouncil/>)
 - Missouri Social and Economic Demographics Fact Sheet for county (<http://www.oseda.missouri.edu/countypage/>)
- Newsprint and markers
- Easel
- Masking tape