



Arkansas Conservation District Directors Training Manual

Training Purpose & Certification

Arkansas Natural Resources Commission Title II: Rules Governing Conservation Districts, Section 210.8 and 211.16 require that all conservation district directors complete the Commission's approved training course.

These provisions provide that both newly elected and appointed district directors complete the training course and provide proof of completion before the Commission can issue a Certificate of Election or Certificate of Appointment.

The Arkansas Natural Resources Commission (ANRC) and Arkansas Association of Conservation Districts (AACD) have collaborated to develop this approved training course. The training package includes the following two components:

Local Training

- **A printed training manual.** The manual is divided into five modules with dividers. There are numbered fact sheets in each module.
- **PowerPoint training modules.** PowerPoint training modules correspond to the printed training manual. Each PowerPoint is designed to be reviewed at a monthly board meeting. Some modules in the printed training manual will have several PowerPoints.

AACD Area and State Meetings

- Required workshops will be provided at AACD area and state meetings.

Every conservation district director and conservation district office will receive the printed training manual and PowerPoints for the local phase of training at the AACD 2007 Annual Meeting in December. Districts are encouraged to set up a training schedule that will enable them to complete the entire training in a three-year cycle. District directors should read the related information in the training manual before each PowerPoint training. Training should be included on board meeting agendas.

After each training PowerPoint is completed, complete the **Proof of Training Form** on the back of this page, indicating:

- The PowerPoint module and number

- Date the PowerPoint module was viewed
- Signature and date of all district directors who viewed the PowerPoint training module.
- Signature certifies that the district director viewed the PowerPoint, read the related material in the training manual and understands the material.

The table below lists PowerPoint modules and indicates the related fact sheets in the printed training manual. The table of contents for the printed training manual follows.

No.	PowerPoint Name	Related Fact Sheets
Training Manual Module 1: Overview		
1	Overview	1, 3, 4
2	Planning	2, 25
Training Manual Module 2: Title II		
3	Legally Speaking	Module 2
Training Manual Module 3: District Board		
4	District Responsibilities & Authorities	5, 6, 7
5	Board Operations	8, 9
6	Director Appointments & Elections	10, 11
7	Open Records/Open Meetings	12, 13
8	Liability and Ethics Considerations	14, 15
Training Manual Module 4: Fiduciary Responsibilities		
9	Financial Policies, Procedures & Travel	16, 17, 21
10	Annual Review in lieu of Audit	18, 19
11	Annual Program Analysis	20
12	Budgeting & Calendar	22, 23, 26
13	Year End Reporting	24, 25
Training Manual Module 5: Programs		
14	ANRC Programs	27, 28
15	District Programs	29-39
Training Manual Module 6: Programs		
16	Arkansas Conservation Partnership	40

If you have questions about this approved training course for conservation district directors, feel free to contact your Land Resource Specialist at ANRC or Debbie Moreland at AACD.

Proof of Completion ANRC Approved Conservation District Training

Conservation District	
Date of Training	PowerPoint Module Number
PowerPoint Module Name	

By signing below, I certify that I have reviewed the PowerPoint module identified above, read the related fact sheets and understand the material.

Printed Name	Signature	Date

Comments/Suggestions: