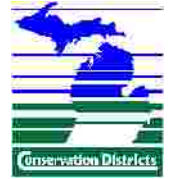


District Director Responsibilities



Training Module 4



What You'll Learn In This Module

- | What the characteristics are of a successful Director?
- | What the duties are of District Directors?
- | What the range is of a Conservation District Director's responsibilities?
- | What the Directors' responsibilities are in personnel/office management?



Discussion Questions

- | What are the duties of a Director?
- | How is work divided among District Directors?
- | What is the role of the Director in personnel management?



Duties of District Directors

Conservation District Directors are elected to carry out the business of the District. They should:

1. Attend and participate in all board meetings and functions;
2. Cooperate with fellow board members in establishing District policies;
3. Participate in setting District priorities in providing technical assistance to land users;
4. Participate in developing annual plans of work;
5. Encourage land users and public entities to become aware of and utilize the services of the District;

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Duties of District Directors (continued)

6. Keep informed on legislation and policies of local, state and federal government pertaining to conservation issues. This includes maintaining contacts with local, state, and national public officials to keep them informed of the Districts activities and the District residents' conservation needs;
7. Cooperate with fellow board members to secure adequate operating funds for the District;



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Duties of District Directors (continued)

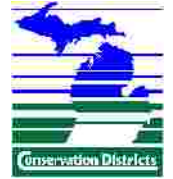
8. Cooperate with fellow board members in establishing sound business practices required to adequate accounting and financial management of the District's fiscal affairs to be in accordance with State Law;
9. Support programs of the State and National Associations
10. Support special activities designed to increase the awareness of conservation practices;
11. Establish and maintain cooperative agreements with neighboring Districts and other local entities of government; and
12. Collaborate with appropriate federal agencies on all required programs.



Officer Responsibilities

Act 463, of 1998 as amended, Section 9307 states:
“The directors shall designate a chairperson annually.”
The chairperson is the only officer that a Conservation District must have.

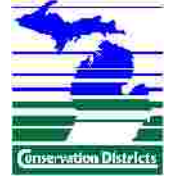
Nevertheless, Districts have found it necessary to provide other officers and designations to cover the District workload in a systematic fashion.



Officer Responsibilities

In addition to the chairperson, most Districts have designated a vice-chair and treasurer. Some Districts have also designated a secretary.

Districts may wish to combine certain officer positions (secretary/treasurer) or leave them separate. It is the District's prerogative to assign the duties of these officers designated by the board.



Officer Responsibilities

The *Chairperson* takes the overall leadership of the Conservation District

- Leads all District meetings in accordance with the District's locally accepted practices
- Calls the meeting to order at the appointed time
- Presides over all District meetings
- Preserves order and decorum
- Votes in case of a tie, roll call vote, or vote by ballot
- Assures proper review of all information before board action is taken



Officer Responsibilities

- The *Vice-Chairperson* has an active responsibility to assist the Chairperson to carry out District work
- Is familiar with the duties of the chairperson
 - Presides as chairperson in his/her absence



Officer Responsibilities

The *Secretary* is not required to be a member of the board. However, it is the responsibility of the board that secretary and treasurer duties are carried out

- Is familiar with the duties of the chairperson
- Can preside as chairperson in the absence of vice-chairperson and chairperson
- Supervises all written reports
- Supervises the recording of the minutes of all District meetings for their accuracy and compliance with the Open Meetings Act



Officer Responsibilities

The *Treasurer* safeguards the District's assets and provides a complete accounting of its financial status. However, the board is ultimately responsible for the financial well-being and condition of the District.

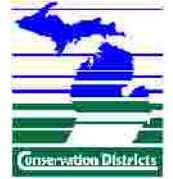
- Supervises the paying of all District bills
- Verifies the District's financial standing
- Signs and verifies all bank statements
- Supervises that complete and accurate records are suitable for audit
- Give financial report at board meetings
- **Never** signs blank checks without the bearer's name and/or dollar amount designated.



Directors Responsibilities in Personnel Management

Effective management of a Conservation District requires a strong bond between the leadership of the Directors and the work of the paid staff.

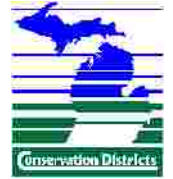
Employees of the District look to the Directors for overall leadership, not management of the office. Therefore, it is essential that Directors designate a person to supervise the District staff, and thus turns over the responsibility of day-to-day supervision to them.



Directors Responsibilities in Personnel Management

The role of the District directors, District supervisor, and staff must be clearly defined. A chain of command should be put in place and all groups must agree to the plan of action for personnel management in order for everything to run smoothly.

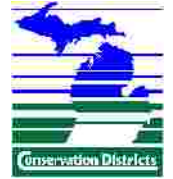
Once this is outlined, individual directors must then step away from the day-to-day conflicts that may occur, and always follow the chain of command that they themselves have set.



Directors Responsibilities in Personnel Management

Finally, Directors must provide clear, timely, and specific feedback on the performance of the District supervisor.

They must also assure that the District supervisor provides the same type of performance feedback to the District staff.



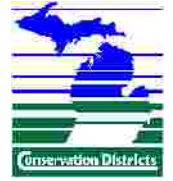
Summary

- I The key duties of District Directors are:
 - To develop and implement a long range plan and annual plan of work designed to meet the needs of the District including a budget and fundraising plan adequate to meet District needs
 - To hire staff to assure maximum efficiency of resources to complete District goals
 - To provide representation and leadership with other governmental and community groups, and state and national agencies to assure the goals of the District are met



Summary

- | The work of the Conservation District can be divided among the District Directors and their staff as each District chooses. Good long range planning, annual work planning, budgeting, fundraising, and monitoring must be carried out in a timely manner according to State Law.
- | The role of the District directors, District supervisor, and staff must be clearly defined. All groups must agree to the plan of action for personnel management in order for everything to run smoothly.



Review Questions

- | What are the typical duties of a Director?
- | How is work divided among District Directors?
- | What is the role of the Director in personnel management?



Resources Available

Resource Available	Where to Find It
Conservation District <u>Directors</u> Handbook	Located in each District office, and each Director should have a copy for personal use.
Conservation District <u>Operations</u> Handbook	Located in each District office
Conservation District Law: P.A. 463 of 1998.	Located in the Directors Handbook as well as the Operations Handbook.