Conservation District Authority

- CD Board Supervisors have ultimate responsibility
- Zone Coordinator or District Manager
  - Supervise the Clerk for the CD
- CD Clerk
CD Clerks

- Conservation district clerks support the work of the districts
- Clerks keep the district organized
- Support CD Board to comply with the law and Utah Code
- Assist the board with other requests as appropriate
Day-to-Day Business

- Clerks assist the CD Board by handling the day-to-day business of the district.
  - Maintaining office records
  - Maintaining financial records
  - Organizing conservation district activities as directed by the board
Conservation Activities

- Clerks may be asked to coordinate dinners, tours or workshops for the conservation district.
- Clerks may provide outreach to the community.
  - Write and distribute press releases
  - Participate in county fairs
  - Write a newsletter
  - Coordinate a tree sale
- Clerks may assist with conservation education.
  - Farm Field Days
  - Water Fairs
  - Classroom visits
  - Poster contests
Office Records

- Help CD Board comply with Open Meetings Act
  - General notice – provide annually to local newspaper
  - Public notice
    - Post in a public place at least 24 hours in advance
    - Notify local newspaper & e-mail a copy of the agenda

- Agendas
  - CD meeting agendas are public record.
    - They must be specific.
    - Accuracy is important!
    - Only agenda items can legally be discussed.
    - To allow for impromptu discussion, create agenda items for:
      - “Update on Board Member Assignments”
      - “District Staff Updates” and/or
      - “Board Member Updates & Discussion”

- Clerk should send draft agenda to CD Chair for approval prior to distribution.
Meeting Minutes

- CD meeting minutes are public record.
- Written minutes and an audio recording are required for districts with annual budgets over $50,000.
- Minutes are a record of what is done, not what is said.
- Should include:
  - Date, place & time of meeting
  - Names of board members present and absent.
    - Note time of arrival for all Board members present.
  - All motions, whether adopted or rejected.
  - The names of persons making the motions.
  - Points of order and appeals, whether sustained or lost.
  - A motion which was withdrawn should not be recorded.
Financial Records

- Maintain financial records for the district
- Prepare district checks after determining the following:
  - The claim was properly authorized.
  - The claim does not over expend the budget.
  - The claim was approved in advance.
- Present prepared checks to the Treasurer or board at CD meetings or as requested.
- Work with the CD Treasurer to present a financial report to the board at least quarterly.
Treasurer Responsibilities

- Custodian of district funds
  - Receive and deposit funds.
  - Keep an accurate account of all monies received & issue receipts.
  - Sign district checks.
  - “In special districts with an expenditure budget of less than $50,000 per year, a member of the governing board shall also sign all checks.” (UCA 17A-1-439(2)(b))
  - Determine that sufficient funds are available to honor the check.
Clerk Ethics

- **Ethical concerns:**
  - Maintain integrity — ensure there are no special favors for self or friends
  - Acceptance or solicitation of gifts, compensation or loans from outside sources is prohibited.
  - Honor confidentiality
  - Disclose conflict of interest
    - Disclose actual or potential conflict of interest between public duty and personal interest.
    - Always try to be fair and impartial.
Resources for Clerks

- UACD website – [www.uacd.org](http://www.uacd.org)
- NACD website – [www.nacdnet.net](http://www.nacdnet.net)
- Agriculture in the Classroom (AITC) – [www.agclassroom.org/ut](http://www.agclassroom.org/ut)