

**Oklahoma's
10 - minute guide series
for
Conservation District Directors**

Presented by:

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**Title 27 A: Oklahoma Statutes
Article II Section 3 – 2 – 106**

Powers and Duties of Commission

...shall have the power and duty to:

Conduct workshops for district directors to instruct them on the subjects of district finances, the Conservation District Law and related laws, and their duties and responsibilities as directors.

10 – minute Guide Series

- è Direct outgrowth of the NASCA field services sharing session**
- è Looking for unique ways to train with small staff and budget**
- è Meet statutory requirement**

10 – minute Guide Series

- è Initiated in January 2007
- è One topic per month
- è First guide sent to board chairman at home introducing topic
- è All guides emailed to the district office and posted on Commission website (www.conservation.ok.gov)



10 – minute Guide Series 2007 topics

- | January – Oklahoma’s Open Meeting Act
- | February – Executive Sessions
- | March – Hiring, Supervising & Managing District Employees
- | April – District Cooperator Agreements
- | May – Sexual Harassment
- | June – Setting District Policies

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2007 topics

- | July – Audits
- | August – Legal Responsibilities of Conservation District Boards
- | September – Equal Opportunity
- | October – Financial Management
- | November – Understanding Employee Benefits
- | December – Conservation District Elections

10 – minute Guide Series

Future Topics

- | Determining the value of a Conservation District to the community
- | Recruiting board members
- | What it means to be a public official
- | Code of ethics for employees and directors
- | Conducting effective board meetings
- | Basic parliamentary procedure