

**Soil and Water Conservation District**  
**Completed by**           

<b>Section 1</b>		<b>Board Operations</b>	
<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Director roles & responsibilities	1) Does the board have a process to orient new directors?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2) Does each director have a written job description?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3) Does the district provide annual training on director duties and board responsibilities?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	4) Does each director have a copy of the following: a) <i>The Oregon Soil and Water Conservation District Guidebook</i> ? b) <i>Oregon Soil and Water Conservation District Laws</i> (2006 version)? c) <i>Oregon Government Standards and Practices Laws: A Guide for Public Officials</i> ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5) Does the district designate a director(s) to attend Soil Water Conservation Commission, Oregon Association of Conservation Districts, Watershed Councils and other relevant meetings?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Comments/assistance requested</i>			
Board officers	1. Are board officers elected annually?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Does each officer have an approved job description describing duties and authorities?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3. Does the board review and update officer job descriptions annually?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		
Functioning as a board	1. Has the district adopted a written description of board duties and responsibilities that includes: Policy development? Director training? Ethics? Speaking on behalf of the district? Other? (Please list)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Does the board have a process for delegating work or responsibilities to: Employees? Board officers? Individual directors or committees? Associate directors and other volunteers?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Does the board use committees to carry out work outside of board meetings?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Has the board adopted rules of conduct or other procedures for running effective meetings?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Are directors familiar with the rules and do they follow them consistently?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Comments/assistance requested</i>			
Oaths of office	1. Does the district have a file copy with signature: For each elected director?	<input type="checkbox"/>	<input type="checkbox"/>

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	For each appointed director?	■	■
	2. Were signed originals submitted to ODA?	■	■
	<i>Comments/assistance requested</i>		
Recruiting candidates & filling vacancies	1. Are director vacancies filled in a timely manner by board appointment from candidates meeting the eligibility requirements for the respective position?	■	■
	2. Does the district have a process to recruit and select directors and associate directors?	■	■
	3. Does the district attempt to recruit for diversity?	■	■
	4. Is ODA informed of changes in directors, officers or other district personnel?	■	■
	5. What is the district's process for swearing in new directors?		
	<i>Comments/assistance requested</i>		