

District Directors' Duties & Responsibilities

Duties of District Board Members

A Conservation District is an entity of state government with statutory powers and responsibilities to carry out a program of soil and water conservation and encourage wise land management. As locally elected public officials, District directors are responsible for the operation and management of the Conservation District. District directors develop policy, which is carried out by employees and resource personnel available to the District. An effective District board uses all the resources available to the District to carry on effective programs. Such resources include: District employee(s); governmental agencies; private groups; individuals; industry; the natural resources of the District; and more.

Listed are basic duties performed by Conservation District directors, either as an individual, or as a member of a District board of directors; and more.

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 landusers.
4. Participate in developing annual plans of work.
5. Participate in developing, publishing, and distributing annual reports.
6. Keep informed on legislation and policies of local, state, and federal government, pertaining to conservation problems. 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. Encourage land users and public entities to become aware of and utilize the services of the District.
8. Cooperate with fellow board members to secure adequate operating funds for the District. Examples: county appropriations; state appropriations; tree seedling retail sales; and so on.
9. Cooperate with fellow board members in establishing sound business practices required for adequate accounting and financial management of the District's fiscal affairs to be in accordance with state law.
10. Cooperate with fellow board members in publishing information articles, newsletters, etc.
11. Know the functions of other agencies that operate in the District.

Act 463, of 1998 as amended, Section 9307 states: "The directors shall designate a chairperson annually." The chairperson is the only office that a Conservation District must have. Nevertheless, Conservation Districts have found it necessary to provide other offices and designations to cover the District workload in a systematic fashion.

In addition to the chair, most Districts have designated the offices of vice-chair, treasurer, and secretary. Districts may wish to combine certain offices (secretary/treasurer) or leave the offices separate. It is the District's prerogative and responsibility to assign the duties of the offices designated by the board. Typically the duties and responsibilities are as follows:

Duties of the Chair:

1. Leads all District meetings in accordance with the District's locally accepted practices.
2. Calls the meeting to order at the appointed time.
3. Presides over all District meetings.
4. Announces the business before the board in its proper order.
5. Preserves order and decorum.
6. When necessary, authenticates by his/her signature all acts, orders, and proceedings of the District.
7. Calls for a vote on all properly presented motions.
8. Votes in case of a tie vote, roll call vote, or vote by ballot.
9. Receives input from other board members, Administrator/Executive Director, NRCS Conservationist and others to assemble topics for the agenda for the next meeting.
10. Acts as, or appoints, a liaison between the board and the Conservation District employees.

Duties of the Vice-Chair:

1. Is familiar with the duties of the chairperson.
2. Presides as chairperson in his/her absence.

Duties of the Secretary:

1. Is familiar with the duties of the chairperson.
2. Presides as chairperson in absence of vice-chairperson and chairperson. (NOTE: A quorum must be present.)
3. Supervises all written reports.
4. Supervises the recording of minutes of all district meetings for their accuracy and compliance with the **Open Meetings Act (1976 PA 267)**. (See Appendix C.)
5. Supervises the preparation of the Annual Report. Attends planning meetings for annual report with the Administrator/Executive Director and NRCS Conservationist and reviews the final draft before publication.