

# **Wheeler Soil and Water Conservation District**

## **Overview for Directors**

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### **Function of the Soil and Water Conservation District**

To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local landowners.

### **General Function of Directors**

A Director is a local Board member, elected from a non-partisan slate in the general election process or appointed by competent authority, to assess local conservation needs and to develop conservation programs to address those needs.

### **Primary Duties and Responsibilities**

Attend monthly District Board meetings

Participate on District committees and in work groups

Be well-versed in the field of conservation and interested in local conservation issues

Recognize natural resource management needs that can be met through District programs

Participate in District policy and program development

- Assess and prioritize resource needs in the District
- Prepare Long-Range Business Plan
- Establish and implement District policies regarding natural resources conservation issues, as well as personnel and District operational matters
- Develop and/or implement conservation programs to meet the needs of the District

Provide financial direction

- Be responsible for the proper expenditure and management of public funds
- Review and approve annual budget and financial statements or audit
- Approve monthly treasurer reports
- Maintain a working knowledge of the budgetary process and keep other local Boards informed about SWCD programs
- Assess funding needs and actively pursue funding from local and state programs
- Serve as a member of the Wheeler SWCD Budget Committee

Participate in public and community relations activities and programs

- Maintain an active public information and education program so that citizens and other local governmental agencies will be informed about conservation issues and District programs
- Make presentations and provide testimony at public hearings about conservation issues

Participate in personnel management

- Provide guidance and direction to the District Manager
- Maintain fair and equitable personnel policies
- Keep an open working relationship between the staff and Board members
- Serve on the personnel committee
- Participate in all aspects of personnel management to include, but not limited to hiring, firing, personnel reviews, etc

### **Term of Service**

Four years, no limit on number of terms served. Directors receive no compensation, but are reimbursed for travel to meetings, registration, meals, and other associated expenses when conducting work for the District.

**Qualifications**

Understand need for conservation of soil, water, and other natural resources.

Be willing to

- Stay informed and inform others about conservation issues.
- Represent the citizens of Wheeler County in regard to conservation issues.
- Work with other agencies and resolve problems through teamwork.
- Learn.
- Participate in statewide meetings and workshops on conservation issues.

Other qualifications that may be helpful

- Knowledge of agriculture and related fields.
- Environmental awareness.
- Background in local, state, and national legislative processes.
- Skills in conduct of meetings and parliamentary procedure.
- Technical background in environmental sciences, engineering, or business.

**Commitment Required**

Four to eight hours per month, which includes

- Meeting attendance, 3 hours\*
- Review of materials, reading, and preparation, 1 hour\*
- Committee work, 2 hours\*\*
- Attending meetings related to local conservation issues, 2 hours\*\*

Travel time not included

*\*regularly \*\*occasionally*

**Training Requirements**

Be willing to learn District procedures.

Review District working documents

- Long-Range Business Plan
- Annual Work Plan
- Policies


Attend one area meeting or one state meeting per year, if possible.

Participate in workshops, tours, seminars related to soil and water conservation.

Keep informed on current natural resource issues.

Attend Director Orientation or other trainings for Directors that is made available.

This overview, was **approved** and **adopted** by the Board of Directors on the **25<sup>th</sup> day of March 2020**.

  
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 Jeremiah Holmes, Chair

*5-27-20*  
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 Date