



WASHTENAW COUNTY CONSERVATION DISTRICT DIRECTOR POSITION

The Washtenaw County Conservation District (WCCD) is a local government body, established in 1948 and managed by a 5-member elected Board of Directors. The WCCD's mission is to assist residents with the conservation, management and wise use of natural resources in Washtenaw County. The WCCD serves Washtenaw residents through resources, education, and technical assistance.

Directors develop policy, plans and programs which are carried out by district staff and other resource personnel. Conservation District Directors are expected to participate in District events, committees and/or serve as spokespersons of the WCCD and its mission. Directors receive a \$25.00 monthly board meeting stipend and \$.625 per mile for travel to and from the meetings.

The WCCD is seeking to appoint a Director to fill a board vacancy until the next Director election on Thursday, January 18, 2024. Director candidates wishing to run for a Board seat past appointment must file a nominating petition, signed by at least five (5) residents of the District (Washtenaw County), at least 60 days prior to the District Annual Meeting. A copy of the nominating petition is enclosed and would need to be completed and returned to the District Office by November 17, 2023.

Also enclosed is a list of "District Directors Duties & Responsibilities", and a "District Director Candidate Information" form. Please complete and return this form along with your nominating petition, so we can include information about you in our annual report newsletter which will be published and distributed in late December - early January, in advance of the annual meeting. If you have questions about the position of District Director, feel free to contact me.

If you would find it helpful, you are welcome to attend a Board of Directors meeting to see the Board in operation. Upcoming meetings will take the second Thursday of each month at 7 p.m. at the District Office (705 N. Zeeb Rd, Ann Arbor 48103). Check the District website for more information and agendas (www.washtenawcd.org).

Thank you for your interest in becoming a candidate for the position of Conservation District Director.

DISTRICT DIRECTOR'S DUTIES & RESPONSIBILITIES

A Conservation District is a local unit of state government with statutory powers and responsibilities to carry out a program of natural resources 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 implemented by employees and resource personnel available to the District.

An effective District board uses all the resources available to the District to carry out programs. Such resources include District employees, governmental agencies, private groups, individuals, industry, the natural resources of the District, and more. Listed below are basic duties performed by Conservation District Directors, either as an individual or as a member of a District Board of Directors:

- Attend and participate in all board meetings and functions.
- Prepare for, conduct, and participate in Conservation District Board meetings and events.
- Attend Michigan Association of Conservation Districts (MACD) state and regional meetings.
- Take part in training sessions conducted by the Michigan Department of Agriculture (MDA) and partners.
- Make decisions in response to all proposals presented to the board.
- Cooperate with fellow board members in establishing District policies.
- Establish, review, and understand Conservation District policies.
- Read and understand all grant requirements for which the District is responsible.
- Participate in setting District priorities in providing technical assistance to land users.
- Provide oversight for personnel:
 - Employ personnel and determine their qualifications, duties, and compensation.
 - Review staff's performance on a yearly basis and provide administrative supervision.
 - Understand working agreements established with personnel and comply with all conditions.
 - Ensure that all staff are working from a signed contract that outlines duties and compensation.
- Participate in developing annual plans of work.
- Participate in developing, publishing, and distributing Annual Reports.
- Stay informed of legislation and policies of local, state, and federal government pertaining to conservation issues. This includes maintaining contacts with local, state, and national public officials to keep them informed of the District's activities and the District residents' conservation needs.
- To be fully effective, directors should miss no more than three (3) District board meetings per year.
- Encourage resource users and public entities to become aware of and use the services of the District.

- Serve as District spokesperson by representing the District at public functions sponsored by the District and at functions related to natural resource conservation activities.
- Sponsor and actively participate in educational activities to inform people about natural resource conservation programs and to enlist their support.
- Cooperate with fellow board members to secure adequate operating funds for the District.
- Establish and maintain communications with public and private leaders within the Conservation District.
- Cooperate with fellow board members in establishing sound business practices required for adequate accounting and financial management of the District's fiscal affairs in accordance with state law and MDA guidelines.
- Cooperate with fellow board members in publishing information articles, newsletters, etc
- Know the functions of other natural resource agencies that operate in the District.
- Understand and implement proper "Hiring and Employment" guidelines.

DISTRICT DIRECTOR CANDIDATE INFORMATION

NAME:

PHONE #:

ADDRESS:

CITY/ZIP:

E-MAIL:

HOW FAMILIAR ARE YOU WITH THE WCCD?

WHY ARE YOU INTERESTED IN SERVING AS A DISTRICT DIRECTOR?

DESCRIBE WHAT TYPE OF CONSERVATION WORK YOU HAVE BEEN INVOLVED IN.

WHAT ORGANIZATIONS ARE YOU INVOLVED IN AND WHAT POSITIONS DO YOU CURRENTLY HOLD, OR HAVE HELD?

WHAT ASSETS WOULD YOU BRING THE WCCD?

OTHER COMMENTS OR INFORMATION?

PLEASE RETURN TO:
Megan DeLeeuw, Executive Director
WCCD
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Ann Arbor MI 48103-9506
[E-mail: megan@washtenawcd.org](mailto:megan@washtenawcd.org)