



WASHTENAW COUNTY CONSERVATION ASSOCIATE 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 reimbursement for mileage at the current IRS rate for travel to and from meetings.

The WCCD appoints associate directors to serve on the board as non-voting members on a rolling basis. Associate director candidates wishing to run for a voting director board seat 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 in January. A copy of the nominating petition is enclosed and would need to be completed and returned to the District Office 60 days prior to the Annual Meeting.

Also enclosed is a list of "Associate District Directors Duties & Responsibilities", and a "Associate District Director Candidate Information" form. If you have questions about the board or the district, feel free to contact the executive director at ed.wccd@macd.org.

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 third Thursday of each month at 7 p.m. (unless otherwise noted) 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.

ASSOCIATE DISTRICT DIRECTOR'S DUTIES & RESPONSIBILITIES

An associate director of the board assists with collectively sharing in the responsibility for ensuring the success of the Washtenaw Conservation District (WCCD) and ensuring its compliance with all legal and regulatory obligations by consulting and advising on the WCCD's affairs.

Associate board directors attend and provide input to the WCCD board of directors and its employees during regularly scheduled meetings, but are *not voting* members of the Board. Associate directors often participate in the WCCD activities, committees and often end up running for elected board positions.

KEY ACTIVITIES OF THE BOARD DIRECTORS

- Directors provide entrepreneurial leadership and guidance to the WCCD, understanding its unique role in conservation practice.
- Direct the WCCD's strategic aims ensuring that the necessary financial and human resources are in place to meet its objectives.
- Set the WCCD's standards ensuring that its legal and regulatory obligations
- Take key strategic decisions about the WCCD's future development, investment, and direction.
- Assist with connecting the WCCD programs and services to the community.

KEY TASKS FOR ASSOCIATE BOARD MEMBERS

- Actively and positively advocate for the Washtenaw Conservation District, its mission, and its work, within the community.
- Encourage resource users and public entities to become aware of and use the services of the District.
- Uphold and promote the development of an organizational culture in line with the WCCD's mission, values and objectives.
- Constructively challenge and contribute to the development of the strategy of the WCCD.
- Act within the rules of the WCCD and comply with its policies, procedures.
- Regularly attend meetings of the board, and other relevant committees (minimum of 8 meetings per year).
- Keep up to date with background information and knowledge on matters relating to conduct of a business within the WCCD.
- Undertake one (1) piece of relevant project work as agreed upon with the executive director, depending on personal interests and needs of the WCCD, each year. This may include, but is not limited to, serving on a committee, participating in a field day, conducting outreach, fundraising, etc.

ASSOCIATE BOARD MEMBERS ARE NOT EXPECTED TO

- Vote on official business at Board meetings.
- Become involved in day-to-day operational matters of the WCCD.

- Act or represent themselves as a fully-elected public official.

REMUNERATION

The post is voluntary and not remunerated.

PERSONAL QUALIFICATIONS

- A willingness to devote the necessary time and effort to attend regularly scheduled board meetings and to develop a detailed understanding of the issues surrounding the management of the WCCD.
- Strong commitment to and empathy with the aims and objectives of Washtenaw County Conservation District and conservation in general.
- Knowledge and understanding (or a willingness to learn) of conservation issues.
- Ability and willingness to communicate views clearly and objectively.
- Sound independent judgement.
- Understanding of the issues associated with dealing with confidential or sensitive information.

Conservation District Board of Directors Role

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 and Rural Development (MDARD) 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 MDARD 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.

ASSOCIATE 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 AN ASSOCIATE 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:
ATTN: Executive Director
WCCD
705 N. Zeeb Rd, Suite 201
Ann Arbor MI 48103-9506
E-mail: ed.wccd@macd.org