

UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

2022 Director Recruitment Packet

*Your partner for clean water, productive
soil, and healthy wildlife habitat.*

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Seeking Candidates for Board Membership

Board Positions

The Upper Willamette Soil and Water Conservation District (UWSWCD) Board of Directors (Board) is comprised of seven Directors. Each Director is elected by the registered voters of the district to serve a four-year term. There are two types of Director positions available: Zone and At-Large. UWSWCD has four Director positions up for election this year - three Zone Directors and one At-Large Director.

Zone Director Requirements

To become a zone director, two options are available. All requirements listed under each option must be met to be eligible. (See page 4 for Zone Map).

Option #1:

An individual may qualify for a zone position if the land ownership or land management requirements are met. For Option #1, a zone director must:

- Own or manage 10 or more acres of land in the district. Zone directors may either:
 - Reside within the zone that is represented, and own or manage 10 or more acres in the conservation district boundaries.
 - or—
 - Reside within the conservation district boundaries, and own or manage 10 or more acres within the zone that is being represented.
- Be involved in the active management of the property.
- Be a registered voter.

Option #2:

An individual may qualify for a zone position in lieu of the land ownership or management requirements in Option #1. For Option #2, a zone director must:

- Reside within the zone that is represented.
- Have served at least one year as a director or associate director of a conservation district.
- Have a conservation plan approved by the conservation district.
- Be a registered voter.

At Large Director Requirements

There are no land ownership or management requirements for at-large positions. At-Large Directors must:

- Reside within the boundaries of the conservation district.
- Be a registered voter.



Dates to Know for the 2022 Director Election

- **July 21, 2022:** First day to file Declaration of Candidacy and Petition for Nomination Signature Sheet.
- **August 30, 2022:** Last day to file Declaration of Candidacy and Petition for Nomination Signature Sheet.
- **November 8, 2022:** Election Day.
- **January 1, 2023:** First day of Director term.

We recommend attending multiple Board meetings prior to deciding to be a candidate to understand what Director duties entail. Meetings are held the second Tuesday of each month at 3:00 p.m.

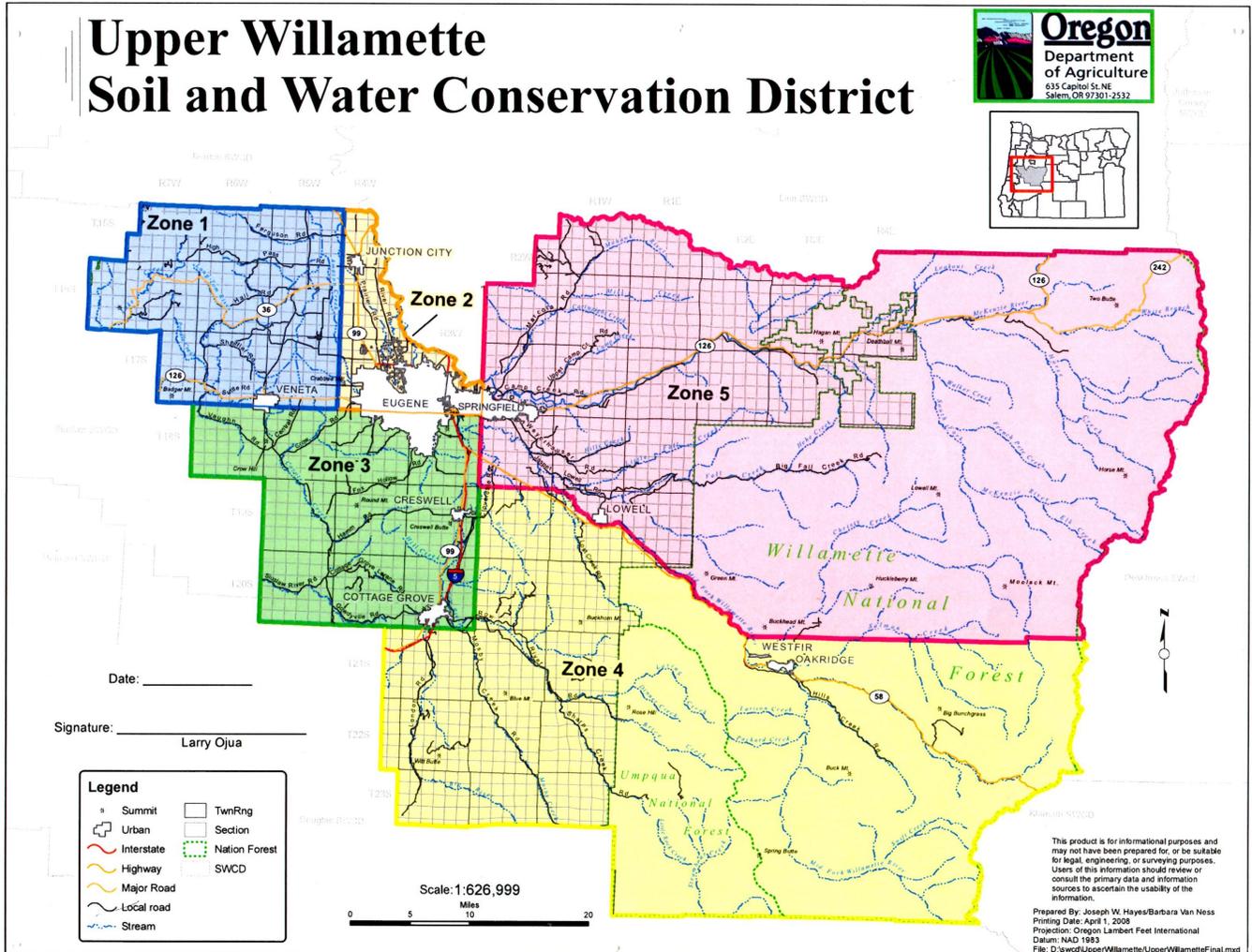


About Upper Willamette SWCD

A Special District

Soil and Water Conservation Districts are special districts with no regulatory authority. Special districts are the most basic, grassroots form of government. Approximately 900 special districts exist in Oregon, 45 of which are soil and water conservation districts.

Upper Willamette Soil and Water Conservation District is divided into five zones as shown on the map below. Each Zone is represented by a Zone Director position. The other two Director positions are At Large.



Mission and Origin

The mission of UWSWCD is to encourage and promote the responsible stewardship of our natural resources through conservation, restoration, and protection, to enhance the health, economic benefits, and quality of life for the citizens within the District.

The Upper Willamette Soil and Conservation District was formed in December 22, 1954. UWSWCD encompasses 1.9 million acres across a large portion of central and eastern Lane County, including the major metropolitan areas of Eugene and Springfield.

Learn more about UWSWCD and its programs at www.uwsgcd.org.

Organizational Guiding Documents

You can also learn more about the Upper Willamette Soil and Water Conservation District by reviewing these documents:

- [Strategic Plan](#): This plan includes our mission and vision statements, goals, and objectives. View the plan at uwsgcd.org/why-we-exist.
- [Annual Report from Fiscal Year 2020-2021](#): The annual report shares a snapshot of the programs and finances of UWSWCD. View the Annual Report and more reports at <https://uwsgcd.org/resources/reports/>.

The information in this packet and the roster of current directors can be found online at <https://uwsgcd.org/about/board>. For more information, or to attend a Board meeting, please contact Leslie Owens at 541.729.1139 or admin@uwsgcd.org.



What Directors Provide

Community Service

Members of the public have a real impact on the services provided by conservation districts. Board members extend the reach of UWSWCD. A board rich in skill sets, perspectives, identities, and lived experiences can help the organization develop programs and services that meet the conservation needs and interests of the wide range of community members found in the District.

Director Duties

A board member of Upper Willamette SWCD serves on a seven-member Board of Directors and is responsible for conducting the affairs of UWSWCD in compliance with Oregon Revised Statutes [Chapter 568](#). The Board has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves. The Board ensures that the district achieves its mission in an ethical, transparent, accountable, and prudent manner.

Individually, Directors do not have any power, but acting collectively, the Board works to create a positive impact on the community. Together, the Board makes decisions and sets policy at a strategic level through participation in Board meetings, strategic planning sessions, and committee assignments. Board members also do the following:

- Attend monthly Board meetings (sometimes special meetings can also be held to address specific issues)
- Serve on committees
- Review and adopt the annual budget
- Approve financial reports
- Attend Board member trainings to understand Director responsibilities and build skills
- Help set organizational goals and evaluate progress toward those goals
- Hire and evaluate the District Manager
- Connect with the community – act as a representative of the UWSWCD to learn from community members what their conservation needs and interests are and share that information with UWSWCD staff.



Why Serve on the UWSWCD Board?

How Service Benefits You

By serving on the Board of Upper Willamette SWCD, you will:

- Reap the rewards of being part of a diverse and collaborative team, where Board and staff value the UWSWCD roles, perspectives, and skill sets each member brings to the table.
- Gain experience in government and leadership that can translate into other potential career or political opportunities.
- Stay informed on current conservation concerns and ecological science.
- Receive the personal satisfaction of community service: UWSWCD's purpose is to help community members access the tools and information they need to conserve natural resources.
- Extend UWSWCD's reach – the perspectives of new board members help UWSWCD more directly address the needs and interests of those we serve. We can't operate without elected Board members who are willing to volunteer their time and talents.
- Get to know us better. Board members become familiar with UWSWCD programs and initiatives and feel competent to speak about programs with their constituents.

How Your Service Adds Value to UWSWCD

You don't need to be a farmer or natural resources professional to be an asset to UWSWCD.

- Your service helps ensure UWSWCD programs and services are informed by diverse voices and accessible to a wide range of community members.
- While we provide the community with conservation services, our organization is strengthened by having Directors with skill sets in financial and business management, human resources, public service, education, community organizing, diversity, equity, and inclusion, and other knowledge and skills sets.



How to Become a Board Member

Currently, UWSWCD has four Director positions open for election this year. If you are interested in running for election, you need to complete the following.

Step 1: Determine Eligibility Requirements for Position

There are two types of director positions available on local SWCD boards: Zone and At-large positions. Check with the local SWCD office to determine if you are eligible for an at-large position or a zone position. Oregon Department of Agriculture (ODA) will review the information provided on the Declaration of Candidacy form to ensure the candidate qualifies for the position.

Step 2: Declaration of Candidacy

You must complete all fields and sign the Declaration of Candidacy for Director form. You must list the position number (e.g., Zone 1, Zone 3, Zone 4, At-Large) on the form. File the Declaration of Candidacy for Director form with the ODA Grants Administrative Officer before 5:00 p.m. on August 30, 2022.

Step 3: Petition for Nomination Signature Sheet

Circulate the petition for 10 or more signatures among registered voters who reside in the district. Candidates are advised to obtain more than the required number of signatures to ensure the petition contains the required 10 valid signatures. Submit the Petition for Nomination Signature Sheet to the local county elections official for signature verification. Time should be allotted for the county elections office verification process before the filing deadline of 5:00 p.m. on August 30, 2022, with ODA.

Step 4: File Completed Forms with ODA

File the certified Petition for Nomination Signature Sheet and Declaration of Candidacy form with the ODA Grants Administrative Officer between 8:00 a.m. on July 21, 2022, and 5:00 p.m. on August 30, 2022, by email at sandi.hiatt@oda.oregon.gov or following address: Oregon Department of Agriculture Attn: Grants Administrative Officer 635 Capitol St. NE, Suite 100 Salem, OR 97301-2532. Documents received before July 21, 2022, will be returned to the candidate.

For details on district elections, download a copy of the [Elections Manual](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf) at: sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf. Pages 23 and 24 are the most relevant. Another important resource is the [2022 SWCD Director Elections Instructions and Information handout](#) from Oregon Department of Agriculture found here: oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCDElectionsInstructions.pdf.

