



UPPER WILLAMETTE SOIL & WATER CONSERVATION DISTRICT

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Associate Director Policy

ASSOCIATE DIRECTOR'S ROLE: Associate directors of the Upper Willamette Soil and Water Conservation District (UWSACD) are volunteers and serve as non-voting members of the board. They act as advisors and representatives of the board of directors, augmenting the board's knowledge and experience, and assisting with the organization and implementation of the district's annual and long-range business plans. Associate Directors serve at the discretion of the elected board of directors.

MINIMUM JOB REQUIREMENTS: Selection of associate directors is based on the ability of candidates to bring diversity, necessary skills, and abilities to enhance the board's activities, functions and duties.

DUTIES AND RESPONSIBILITIES:

- Attend board meetings regularly.
- Become familiar with the district's enabling legislation, the handbook for directors, and the state and national associations.
- Provide expertise in your area of interest to the board of directors and district staff.
- Actively represent the people in your area of interest by knowing their concerns and accomplishments and using this information to help direct district policies.
- Assist in the development of long range and annual work plans to address concerns in your areas of interest.
- Assist the board in conducting business in an efficient and professional manner.
- Follow up on board assignments by implementing policies and projects adopted by the board.

QUALIFICATIONS AND SKILLS: Associate directors may be selected by the board of directors if they meet the following requirements:

- Having proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values.
- Are committed to working as a team member with the district and its board.
- Have demonstrated experience and/or interest in natural resource issues regarding at least one of the following areas of expertise:
 - Community involvement and outreach, or
 - Technical knowledge and/or experience managing conservation projects, or
 - Public policy development and oversight, or
 - Have familiarity with conservation practices and policies affecting natural resources.

SELECTION PROCESS: Potential candidates may be recommended by UWSACD board members or staff. Interested candidates should attend at least two board meetings before submitting a letter of interest to the UWSACD board.

UWSACD directors may interview nominee(s) to determine suitability based on:

- Qualifications and skills established by the board.
- Perceived "fit" of the candidate with the existing strengths and needs of the board.
- The UWSACD Associate Director Policy.

The UWSACD board of directors appoints associate directors by majority vote at a regular UWSACD board meeting. Appointments may occur at any time of the year.

TERMS OF OFFICE: The associate director appointments are reviewed and renewed bi-annually at the January meeting of even numbered years. Associate directors serve at the discretion of the elected board of directors and may be removed at any time by a majority vote at a regular UWSWCD board meeting. Associate directors serve without pay and the position is non-partisan.

TRAINING REQUIREMENTS: Training on public official ethics, public meetings and records laws is required. Attendance at other training and informational meetings conducted by extension, NRCS, OACD or other natural resource agencies is encouraged, but not required.

TRAVEL REQUIREMENTS: Participation in area, regional, and state meetings of the SWCD state association is encouraged, but not a requirement.

TIME COMMITMENTS: Board of directors meeting: 2- 3 hours monthly
Project participation/development and training as needed.

COMMITTEE RESPONSIBILITIES: Serving on district and/or state committees is encouraged, but not a requirement.

REIMBURSEMENT: Associate directors are reimbursed for travel while on district business and for training and meeting expenses with the prior approval of the board or district manager.

LEGAL LIABILITY: Associate directors are covered by the UWSWCD's liability insurance.