



## Associate Director Appointment, Roles, and Responsibilities

### Appointment

Associate Directors are valuable contributors to the District. They expand the knowledge base that supports the District, provide additional community input, and strengthen the Board's decision-making process.

The following description is from the Oregon Soil & Water Conservation District Guidebook: A Guide to Operations and Management.

Associate Directors are appointed by the District Board of Directors and serve without pay. They must be a Benton County resident and of voting age. Associate Directors do not vote on Board decisions. However, they can augment the Board's knowledge and experience level and assist with the District programs and activities. Associate Directors, once officially appointed by the Board, are covered by the same general liability insurance as the Directors while doing District work.

An Associate Director serves until January 1 in odd numbered years. Every two years the District Board should select individuals they wish to reappoint to Associate Director positions. The District should record in its minutes when a person is appointed as an Associate Director. District Boards are encouraged to do a self-assessment of the strengths and weaknesses of their Board. If there appears to be an area of expertise that is needed, but is missing among the Board of Directors, the Board should consider recruiting an Associate Director with that expertise. All BSWCD Directors and staff are encouraged to actively recruit Associate Directors. Associate Directors that are not able to meet the following minimum expectations will be asked by the Board Chair to step down. Associate Directors that are not able to make regular Board meetings may, with approval of the Board, elect to serve on special committees or work on special assignments to fulfill their duties.

### Roles and Responsibilities

- Attend and actively participate in at least four Board meetings a year.
- Come to meetings prepared.
- Participate in and support BSWCD activities and events.
- Attend the annual Budget Committee meeting if possible.
- Carry out committee responsibilities where appropriate.
- Keep abreast of local conservation issues.
- Participate in training opportunities as appropriate.

*Updated August 2020*