

Henricopolis Soil and Water Conservation District Associate Director Selection Guidelines and Job Description

Purpose and Description of the Position

An Associate Director provides guidance and support to the Henricopolis SWCD Board of Directors on local conservation issues. They assist with the operations and implementation of District programs and activities but has no vote on matters brought to the Board.

Associate Directors may be appointed annually in January to serve for the duration of the calendar year. If an Associate Director is appointed mid-term, they will serve the remainder of that calendar year and will be eligible for reappointment at the end of the term. Associate Directors will be selected according to current District needs and at the discretion of the Henricopolis Board of Directors. An Associate Director not in good standing may be removed by the Board Chair at any time.

Associate Directors are volunteers and receive no compensation; they are reimbursed for authorized expenses such as travel to meetings, registration, meals and other associated expenses when conducting work of the District.

Minimum Requirements

- Interest in natural resource conservation
- Contribute at least 72 hours per year (approximately 6-7 hours per month) to District activities
- Commitment to fulfilling the mission of the Henricopolis SWCD
- Keep informed on current conservation issues of importance to the District
- Attend 75% of regularly scheduled District board meetings
- Participate on at least one District committee
- Willing to listen, learn, and work with others
- Practice conservation ethics

Desirable Background Experience

Associate Directors may have varied backgrounds, but all should have a concern for natural resource conservation. Such a background may include:

- Experience and/or knowledge in the fields of agriculture, forestry, environmental science, conservation, engineering, or related fields
- Familiarity with conservation programs
- Technical experience
- Administrative experience
- Educational/marketing experience

Training Requirements

- Attend director training or other relevant training offered by DCR and other partner agencies
- Attend workshops and seminars related to soil and water conservation
- Keep informed on current conservation issues

Time Commitment

- Monthly Board meetings – 3 hours per month
- Committee work – 1 hour per committee per month
- District activities – between 1 to 4 hours per month

Appointment Process

- Potential Associate Directors must attend at least one of the three consecutive Board meetings before the Board of Directors may consider them for appointment as an Associate Director
- Potential Associate Directors must submit an Associate Director Application form to the District
- Applications can be obtained from the Henricopolis SWCD website

It is the policy of the District to be non-discriminatory. The Henricopolis Soil and Water Conservation District's programs are open to all people without regard to race, sex, color, national origin, sexual orientation, gender identity, age, political affiliation, veteran status, genetics, disability, or any additional status protected by law.

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