



Associate Director Guidelines

ASSOCIATE DIRECTOR'S ROLE: Associate directors 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 completion of projects that protect our natural resources and educate our citizens about environmental issues.

MINIMUM JOB REQUIREMENTS: Selection of associate directors is based on the ability of candidates to bring necessary skills and abilities to enhance the board's activities, functions and duties to serve their constituents. Associate directors must be residents of Clackamas County and of legal voting age.

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
- Carry out good conservation practices on your own land
- Actively represent the resource users 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 to conduct 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 *and 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 board members and staff of CCSWCD and Natural Resource Conservation Service (NRCS). Clackamas County Soil and Water Conservation District (CCSWCD) directors may interview nominee(s) to determine suitability based on:

- ✓ qualifications and skills established by the board *and*
- ✓ perceived "fit" of the candidate with the existing strengths and needs of the board

CCSWCD appoints associate directors by majority vote at a regular CCSWCD board meeting. The associate director appointments are reviewed and renewed bi-annually.

TRAINING REQUIREMENTS: Attendance at 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: 4 to 5 hours monthly (as needed)

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

TERMS OF OFFICE: Associate directors are appointed by the board of directors for a two year term of office. Associate directors serve without pay and the position is non-partisan.

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

LEGAL LIABILITY: Associate directors are covered by tort liability insurance.

How to become an Associate Board Member

