



## Director Emeritus Guidelines

**DIRECTOR EMERITUS ROLE:** A Director Emeritus is an honorary position appointed to serve as a non-voting member of the board. A Director Emeritus acts as an advisor to the board of directors, augmenting the board's knowledge and experience. A Director Emeritus does not vote when the board makes an official decision.

**MINIMUM JOB REQUIREMENTS:** Selection of a Director Emeritus is based on the ability of the individual to enhance the board's capabilities and effectiveness. The position is reserved for a person who previously served as a conservation district director in the United States or its territories where conservation districts exist.

**DUTIES AND RESPONSIBILITIES:**

- Provide counsel to the board as it seeks to best fulfill the District's statutory duties
- Represent the District's interests when so directed by the board, subject to the person's experience and willingness to serve

**QUALIFICATIONS AND SKILLS:** A Director Emeritus may be appointed by the board of directors if the person meets the following requirements:

- Has served as a board director of an Oregon soil and water conservation district
- Has a strong history of working as a team member in support of soil and water conservation district policies and programs

**SELECTION PROCESS:** Potential candidates may be brought forward to the board by any board director, associate director, district employee, or partner representative. 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 directors emeritus by majority vote at a regular CCSWCD board meeting. Each Director Emeritus appointment is reviewed every two years, and the appointment may be renewed by the board.

**TRAINING REQUIREMENTS:** A Director Emeritus augments the knowledge and experience of current directors. Therefore, attendance at training and informational meetings conducted by other organizations is not required.

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



**TIME COMMITMENTS:** The District expects a Director Emeritus will assist the board for at least of two hours a year.

**COMMITTEE RESPONSIBILITIES:** A Director Emeritus may be appointed to a committee if the individual has pertinent experience and is willing to serve.

**TERMS OF OFFICE:** A Director Emeritus is appointed by the board of directors for a two-year term of office or less. The usual term corresponds to calendar year periods, but a Director Emeritus may be appointed at any time. A Director Emeritus serves without pay and the position is non-partisan.

**REIMBURSEMENT:** A Director Emeritus may be reimbursed for travel and meeting expenses while representing the district, with the prior approval of the board.

**LEGAL LIABILITY:** Once officially appointed by the board, and while serving a current term of office, and when directed to represent the District, a Director Emeritus is covered by tort liability insurance.

The Clackamas County Soil and Water Conservation District (CCSWCD) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, religion, sexual orientation, genetic information and political beliefs. CCSWCD is an Equal Opportunity Employer and Provider.