

Associate Director Position Description

for

The Marion Soil & Water Conservation District

- Is appointed by the Elected Board of Directors to serve a non-paid, two-year term. (Associate Directors can be appointed at anytime during the year but are then re-appointed in January of every odd year.)
- Attends a board meeting once a month. They are usually held the first Wednesday of each month beginning at either 6:00pm or 7:00pm, depending on the time of year, at the District office.
- Can actively participate during board meetings and contributes to board discussions but ***cannot*** make motions or vote on board decisions.
- Augments board's knowledge and experience.
- May serve on board committees or oversee special projects or tasks.
- Comes prepared to meetings by reading agendas, minutes and other designated materials sent out prior to those meetings.
- Reads and uses the Oregon Soil & Water Conservation District's Guidebook.
- Arrives to district meetings on time.
- Attends special board meetings including the District's Annual Meeting.
- When available attends training, workshops, annual or other meetings of the Association of Conservation Districts (OACD) and National Association of Conservation Districts (NACD) (District will pay for appropriate expenses related to meeting attendance, i.e. registration, meals, travel etc.)
- May represent the District at special meetings around the county but ***never*** represents the District at a meeting unless directed by the Board to do so.
- Assists District Staff when needed.
- Volunteers to work at booths or special events sponsored by the District.
- Has Tort Liability Coverage when acting in official capacity.
- Prepares to become a future elected director.

Time required serving as an associate director varies from month to month depending on the activity of the District, though a minimum of at least four hours is expected.

The Marion Soil & Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, national origin, color, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status