

**BEFORE THE BOARD OF DIRECTORS FOR
THE MARION SOIL & WATER CONSERVATION DISTRICT**

In the Matter of Delegating Authority)
of the Board of Directors)

**MARION SOIL & WATER CONSERVATION DISTRICT
RESOLUTION NO. 090402B**

PURPOSE:

The purpose of this resolution is to delegate certain authority on behalf of the Marion Soil and Water Conservation District (SWCD) from the Board of Directors to individual Directors, Board Committees, the District Manager and District Staff.

RESOLUTION:

WHEREAS the Marion SWCD has grown substantially in resources, staff and responsibilities; and,

WHEREAS by law, all authority to act on behalf of the Marion SWCD is vested solely in its Board of Directors and individual directors, committees of the Board and staff may exercise only that authority that has been officially delegated by the Board; and,

WHEREAS the Board of Directors of the Marion SWCD, in the interests of operational efficiency and effectiveness, desires to delegate certain authority to various individual directors, committees and staff; now, therefore

BE IT RESOLVED that the Marion SWCD Board of Directors hereby adopts the attached general and specific delegations of authority, effective as of the date of adoption by the Board.

This resolution was adopted by a **six to zero with one abstention** vote of the Board of Directors at its regularly scheduled meeting on **September 4, 2002**.

Certified on this 4th day of September, 2002

Marion Soil & Water Conservation District



Daniel L. Goffin, Chair

Adopted: September 4, 2002

Approved: September 4, 2002

Marion SWCD/Board of Directors
Delegation of Authority

Delegation of Authority:

- 1.) The Board grants general authority to the District Manager to:
 - a) Administer, manage, conduct and coordinate the day-to-day operations of the District within the approved levels and types of resources and consistent with the policies, plans and interests of the District;
 - b) Supervise, direct and instruct District staff to the most efficient and effective use of their time, activities, skill and priorities in furtherance of the District's purpose and business;
 - c) Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District;
 - d) Further delegate, in writing or through position descriptions or verbally as necessary, appropriate portions of this authority to individual staff members to ensure the District's successful, continuous operations and service;

- 2.) The Board grants general authority to the Chair to:
 - a) Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District;
 - b) Conduct the regular and special meetings of the Board, consistent with statutory provisions, normal and accepted meeting practices, and the policies and best interests of the District;

- 3.) The Board grants general authority to the Vice-Chair to:
 - a) Act with the general authorities of the Chair in case of the absence or unavailability of the Chair, or in the case of a vacancy in that office until the office is otherwise filled by the Board;

- 4.) The Board grants general authority to the Secretary-Treasurer to:
 - a) Carry out the normal and routine duties and responsibilities normally associated with those offices for a special district in Oregon;

- 5.) The Board grants general authority to the Program Committee to:
 - a) Research, investigate, report and recommend to the Board in the areas of conservation programs and methods, technical advances and systems, conservation issues and policies, and District participation in activities or efforts related to soil and water conservation;
 - b) Determine the frequency, location, timing and other logistics of its meetings;
 - c) Designate a Chair, set guidelines of operation and involve District staff as it requires;

- 6.) The Board grants general authority to the Administrative Committee to:
 - a) Research, investigate, report and recommend to the Board in the areas of personnel, salary & benefits, budget, financial & accounting practices, purchasing and other administrative activities, policies and processes;
 - b) Determine the frequency, location, timing and other logistics of its meetings;
 - c) Designate a Chair, set guidelines of operation and involve District staff as it requires

- 7.) The Board grants specific authority to the District Manager to:
- a) Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board;
 - b) Serve as "Appointing Authority" in personnel matters, including hiring for authorized or established staff positions (except as may be limited or conditioned from time-to-time by Board directive and Salary Administration Plan), developing and modifying position descriptions for approval by the Board, signing Board-approved position descriptions on behalf of the District, periodic performance appraisal of employees, discipline and discharge of employees according to the District's adopted personnel policies, and administering the District's approved Salary Administration Plan;
 - c) Serve as "Budget Officer" for purposes of developing the District's annual budget, subject to other authority which may be delegated in that regard by the Board;
 - d) With the assistance of staff and the Program Committee, develop the Annual Work Plan for recommendation to the Board, subject to approval of the Program Committee;
 - e) Request the Board to authorize positions not currently established or to make changes to the approved budget at the category level;
 - f) Make adjustments within approved budget categories, subject to approval of the Administrative Committee, and to delegate such authority to the Administrative Coordinator;
 - g) Establish a checking account and other financial accounts on behalf of the District, as directed or authorized by the Board;
 - h) Sign checks (except for payment of her/his own expenses or items he/she has ordered), authorize expenditures or make purchases on behalf of the District for personnel, materials, supplies, services or capital items specifically authorized in the currently-approved budget; and for the same type of expenses that are consistent with the budget, but not specifically authorized, in amounts up to \$1,000; and to delegate such authority to the Administrative Coordinator;
 - i) Commit or authorize, without advance Board authority, expenditures up to \$500 and/or negligible staff time in support of activities or projects of other organizations that are consistent with the policies, plans and interests of the District provided that such action be reported to the Board at its next regularly-scheduled meeting;
 - j) Establish purchase agreements or accounts with retail or wholesale suppliers for acquisition of routine materials, supplies, equipment or services for District purposes and to delegate such authority to the Administrative Coordinator;
 - k) Establish a debit card agreement or account for purchases of authorized materials, supplies, services or capital items on behalf of the District and to delegate such authority to the Administrative Coordinator, with authorized users to be approved in advance by the Board.

- 8.) The Board grants specific authority to the Administrative Coordinator to:
 - a) Supervise, direct and coordinate the duties and activities of employees assigned to her/him;
 - b) Direct recruitment and recommend to the District Manager persons to be hired for positions assigned to her/him;
 - c) Set the initial salary level of employees assigned to her/him, consistent with the District's approved Salary Administration Plan;
 - d) Prepare position descriptions and periodic performance appraisals for employees assigned to her/him;
 - e) Recommend to the District Manager regarding merit salary increases and discipline or discharge for employees assigned to her/him;
 - f) Authorize the Administrative Assistant or Fiscal Assistant to receive and deposit District funds in its various accounts and to reconcile monthly said accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices;
 - g) Authorize the Administrative Assistant or Fiscal Assistant to verify receipt of any merchandise ordered (except for items he/she has ordered);

- 9.) The Board grants specific authority to all District employees to:
 - a) Perform the duties and responsibilities of their approved position description;
 - b) Make purchases of authorized materials, supplies, services and similar items in amounts up to \$500 when directed or approved by the District Manager or Administrative Coordinator;
 - c) Perform such other duties and responsibilities as may be from time-to-time delegated to them by their supervisor, District Manager or Board of Directors;

- 10.) The Board grants specific authority to the Chair to:
 - a) Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board;
 - b) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
 - c) Make purchases on behalf of the District of authorized materials, supplies, services and capital items as authorized or directed by the Board;
 - d) Participate in job applicant interviews for the District Manager position and candidate interviews for vacant Director positions.
 - e) Participate in periodic performance reviews of the District Manager.
 - f) Establish and disband ad-hoc committees and appoint the Chair and members thereof;
 - g) Commit or authorize, without advance Board authority, expenditures up to \$500 and/or negligible staff time in support of activities or projects of other organizations that are consistent with the policies, plans and interests of the District provided that such action be reported to the Board at its next regularly-scheduled meeting;
 - h) Serve as the Board's "Contract Officer" for purposes of the public contracting process or to delegate such responsibility for individual projects.
 - i) Serve as "Appointing Authority" in personnel matters in the absence or unavailability of the District Manager, or if there is a vacancy in that position until the position is otherwise filled by the Board.

- 11.) The Board grants specific authority to the Vice-Chair to:
 - a) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
 - b) Act with the specific authorities of the Chair in case of the absence or unavailability of the Chair, or if there is a vacancy in that office until the office is otherwise filled by the Board;

- 12.) The Board grants specific authority to the Secretary-Treasurer to:
 - a) Sign on behalf of the District legal documents, agreements, plans and other documents as authorized or directed by the Board;
 - b) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
 - c) Deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices;
 - d) Authorize the District Manager or Administrative Coordinator to deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices;
 - e) Oversee and assist with the District's annual audit;
 - f) Consult with and advise the staff on the District's financial and accounting practices, in coordination with the Administrative Committee


- 13.) The Board grants specific authority to the Program Committee to:
 - a) Assist the District Manager and staff in developing the Annual Work Plan;
 - b) Approve the Annual Work Plan submitted for approval to the Board;
 - c) Approve minor adjustments to the approved Annual Work Plan upon the recommendation of the District Manager, providing such adjustments are reported to the Board at its next regularly scheduled meeting.
 - d) Have one or more of its members participate in job applicant interviews upon the request of the District Manager or Administrative Coordinator;
 - e) Have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions;
 - f) Have one or more of its members participate in periodic performance reviews of the District Manager;
 - g) Act as first level of review for proposed project or program grant applications exceeding \$1000, requests for special projects funds, or requests for support of activities or projects of other organizations which exceed \$500 or require more than negligible staff time;

- 14.) The Board grants specific authority to the Administrative Committee to:
 - a) Approve minor adjustments within approved budget categories upon the recommendation of the District Manager or the Administrative Coordinator on the Manager's behalf, providing such adjustments are reported to the Board at its next regularly scheduled meeting;

- b) Develop and recommend to the Board the position description for the District Manager and any subsequent changes thereto;
 - c) Have one or more of its members participate in job applicant interviews upon request of the District Manager or Administrative Coordinator;
 - d) Have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions;
 - e) Have one or more of its members participate in periodic performance reviews of the District Manager;
 - f) Act as the first level of appeal for grievances and discipline (including discharge), and as the first level of reporting for sexual harassment complaints involving the District Manager;
 - g) Assist the District Manager or staff in administrative aspects of the annual Work Plan, development of or changes to the District's administrative policies or practices, and act as the first level of review for administrative matters.
- 15.) The Board grants specific authority collectively to the Chairs of the Program Committee and of the Administrative Committee to:
- a) Assist the Budget Officer in developing the annual budget proposal;
 - b) Approve the annual budget proposal that is published and submitted to the Budget Advisory Committee;
 - c) Assist the Budget Officer in development and delivery of the budget message that is provided to the Budget Advisory Committee

This policy was adopted by a six to zero with one abstention vote of the Board of Directors at its regularly scheduled meeting on **September 4, 2002.**

Marion Soil & Water Conservation District



Daniel L. Goffin, Chair

Adopted: **September 4, 2002**
Approved: **September 4, 2002**
Amended: **October 2, 2002**