

# **Elected Director Job Description**

for

## **The Marion Soil & Water Conservation District**

- Is elected by the voters during the November General Election. After meeting all eligibility requirements, serves a four-year, non-paid term of office.
- Attends a board meeting once a month. They are usually held the first Wednesday of each month beginning at 7:00pm at the District office.
- Actively participates during meetings.
- Comes prepared to meetings by reading agendas, minutes and other materials sent out prior to the board meetings.
- Reads and becomes familiar with the Oregon Soil & Water Conservation District Laws and uses the Oregon Soil & Water Conservation District's Guidebook.
- Follows through with assigned tasks between meetings.
- Uses discretion and maintains confidentiality when appropriate.
- Arrives to all meetings on time.
- Serves on committees or oversee special projects or tasks.
- If unable to attend meetings, telephones the office or another board member and informs them you will not be attending. Three unexcused absences from board meetings will allow the remaining directors to vacate your position.
- 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 attend and 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.

Time required serving as an elected board director varies from month to month depending on the activity of the District, though a minimum of at least eight 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.**