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Helping the people of Marion County  
conserve natural resources.

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## 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 for two or more hours with a start time ranging from 6:30pm to 7:00pm. The meetings may be held either at the District office, other locations within the county or by video conference.
- 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.
- 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 partners, affiliate groups or other membership organizations. (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.
- May assist District Staff when asked or needed.
- May volunteer at special events/meetings/activities sponsored by the District or their partners.
- 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. An associate director can expect to spend an average of at least 2 to 4 hours per month.

*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*