



# Director Recruitment Packet

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*Helping the people of Marion County  
conserve natural resources.*

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# Seeking Candidates for Board Membership

## Board Positions

The Marion Soil and Water Conservation District (MSWCD) Board of Directors (Board) is comprised of seven Directors. Each Director is elected by the registered voters of the district to serve a four-year term. The MSWCD has six Director positions up for election in 2022 four Zone Directors and two At-Large.

## Eligibility

There are two types of Director positions available on the MSWCD Board: At-large and Zone. Check with the MSWCD office to determine if you are eligible for an At-large or a zone position. Oregon Department of Agriculture (ODA) will review the information provided on the Declaration of Candidacy form to ensure the candidate qualifies for the position.

### At Large Director Requirements

- ✓ Must reside within the boundaries of the MSWCD.
- ✓ Be a registered voter in that District.

### Zone Director Requirements

Two options are available to qualify for a Zone Director position.

#### Option #1

- ✓ Must reside within the boundaries of the MSWCD.
- ✓ Be a registered voter in that District.
- ✓ Be involved in the active management of 10 or more acres of land in the district by:
  - a) Reside within the zone that is represented, and actively manage 10 or more acres in the conservation district boundaries; or
  - b) Reside within the conservation district boundaries, and actively manage 10 or more acres within the zone that is being represented.

**OR**

#### Option #2

- ✓ Must reside within the boundaries of the conservation district zone that is being represented.
- ✓ Be a registered voter in that District.
- ✓ Have served at least one year as a director or associate director of a district.
- ✓ Have a conservation plan approved by the district.

We recommend attending a Board meeting prior to deciding to be a candidate to understand what Director duties entail. Meetings are held the first Wednesday of the month from 6:30 to 9:00 PM.



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# Dates to Know for the 2022 Director Election

- **July 21, 2022, 8:00 AM:** First day to file Declaration of Candidacy and Petition for Nomination Signature Sheet.
- **August 30, 2022, 5:00 PM:** Last day to file Declaration of Candidacy and Petition for Nomination Signature Sheet.
- **November 8, 2022:** Election Day.
- **January 1, 2023:** First day of Director term.



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# About Marion SWCD

## A Special District

Soil and Water Conservation Districts are special districts with no regulatory authority. Special districts are the most basic, grassroots form of government. Other examples of special districts include fire districts and irrigation districts. Approximately 900 special districts exist in Oregon, 45 of which are soil and water conservation districts.

Marion Soil and Water Conservation District is divided into five zones as shown on the map below. Each Zone is represented by a Zone Director position; the other two Director positions are At Large.



## Mission and Origin

The mission of the Marion Soil and Water Conservation District is to protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance, and education. MSWCD got its start in 1971 when three smaller soil and water conservation districts merged. MSWCD serves residents of Marion County, except for those residing in a small portion of northern Marion County, which is not a part of the MSWCD.

In 2000, Marion County electors voted to fund MSWCD with a permanent rate limit of \$0.05 per \$1000 assessed land value. Learn more about MSWCD and its programs at [www.marionswcd.net](http://www.marionswcd.net).



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# Organizational Guiding Documents

Learn more about the Marion Soil and Water Conservation District by reviewing these documents:

- [Five-Year Plan](https://marionswcd.net/about/plans-and-reports/): Developed in 2019, this plan includes our mission and vision statements, goals, and objectives. View the 2019 plan and past plans at [marionswcd.net/about/plans-and-reports/](https://marionswcd.net/about/plans-and-reports/).
- [Annual Report from Fiscal Year 2020-2021](https://marionswcd.net/about/plans-and-reports/): The annual report shares a snapshot of the programs and activities of Marion Soil and Water Conservation District as well as the financial audit. View the '20-'21 Annual Report and past reports at [marionswcd.net/about/plans-and-reports/](https://marionswcd.net/about/plans-and-reports/).
- [Marion SWCD Calendar](https://marionswcd.net/events/): Our online calendar includes board meetings, committee meetings and educational/outreach events. View the calendar at [marionswcd.net/events/](https://marionswcd.net/events/).
- [Board Meeting Agendas](https://marionswcd.net/about/board-meetings/): Meeting agendas and minutes can be viewed at [marionswcd.net/about/board-meetings/](https://marionswcd.net/about/board-meetings/).

The information in this packet and the roster of current directors can be found online at [marionswcd.net/about/directors/](https://marionswcd.net/about/directors/). For more information or to attend a Board meeting, contact District Manager Brenda Sanchez at 503-871-7311 or [brenda.sanchez@marionswcd.net](mailto:brenda.sanchez@marionswcd.net). You may also visit our office by appointment located at 408 N Third Ave, Stayton.



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# What Directors Provide

## Community Service

Members of the public have a real impact on the services provided by conservation districts. Board members extend the reach of the MSWCD; a board rich in skillsets, perspectives, identities, and lived experiences can help the organization develop programs and services that meet the conservation needs and interests of the wide range of community members found in Marion County.

## Director Duties

A board member of Marion SWCD serves on a seven-member Board of Directors (Board) and is responsible for conducting the affairs of the MSWCD in compliance with Oregon Revised Statutes [Chapter 568](#). The Board has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves. The Board ensures that the district achieves its mission in an ethical, transparent, accountable, and prudent manner.

Individually, Directors do not have any power, but acting collectively the Board of Directors works to create a positive impact on the community. Together, the Board makes decisions and sets policy for at a strategic level through participation in Board meetings, strategic planning sessions, and committee assignments. Board members also do the following:

- Attend the Board meeting held on the first Wednesday of each month (sometimes special meetings can be held to address specific issues).
- Serve on committees
- Review and adopt the annual budget.
- Approve financial reports.
- Attend Board member trainings to understand Director responsibilities and build skills.
- Set goals and evaluate progress towards those goals.
- Hire and evaluate the District Manager.
- Connect with the community – attend community events as a representative of the MSWCD to learn from community members what their conservation needs and interests are and share that information with MSWCD staff.



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# Why Serve on the Marion SWCD Board?

## How Service Benefits You

By serving on the Board of Marion SWCD, you will:

- Reap the rewards of being part of a diverse and collaborative team, where Board and staff value the MSWCD roles, perspectives, and skill sets each member brings to the table.
- Gain experience in government and leadership that can translate into other potential career or political opportunities.
- Stay informed on current conservation concerns and ecological science.
- Receive the personal satisfaction of community service: The MSWCD's purpose is to help community members access the tools and information they need to conserve natural resources.
- Help the MSWCD extend its reach – the diverse perspectives of new board members help MSWCD more directly address the needs and interests of those we serve
- We can't operate without elected Board members who are willing to volunteer their time and talents.
- Get to know us better. Board members become familiar with MSWCD programs and initiatives and feel competent to speak about MSWCD programs with their constituents.

## How Your Service Adds Value to Marion SWCD

You don't need to be a farmer or natural resources professional to be an asset to MSWCD.

- Your service helps ensure MSWCD programs and services are informed by diverse voices and accessible to a wide diversity of community members. This can mean the conventional measures of diversity or having a variety of perspectives and experiences on farming practices and ecological science.
- While we provide the community with conservation services, our organization is strengthened by having Directors with skill sets in financial and business management, human resources, public service, education, community organizing, diversity, equity, and inclusion and other knowledge and skills sets.



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# How to Become a Board Member

Currently MSWCD has six Director positions open for election this year. If you are interested in running for election you need to complete the following steps.

## Step 1: Determine Eligibility Requirements for Position

There are two types of director positions available on local SWCD boards: zone and at-large positions. Check with the local SWCD office to determine if you are eligible for an at-large position or a zone position. ODA will review the information provided on the Declaration of Candidacy form to ensure the candidate qualifies for the position.

## Step 2: Declaration of Candidacy

Candidates must complete all fields and sign the Declaration of Candidacy for Director form to certify the candidate meets the eligibility requirements for the position. If you are running for a position, you must list the position number (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2) on the form to be a candidate. File the Declaration of Candidacy for Director form and the certified Petition for Nomination Signature Sheet with the ODA Grants Administrative Officer no later than 5:00 p.m. on August 30, 2022.

## Step 3: Petition for Nomination Signature Sheet

Circulate the petition for 10 or more signatures among registered voters who reside in the district. Candidates are advised to obtain more than the required number of signatures to ensure the petition contains the required 10 valid signatures. This is to help ensure there are adequate signatures in the case some signers are not registered voters or do not reside within the district. Candidate submits the Petition for Nomination Signature Sheet to the local county elections official for signature verification. The county elections official will review the forms for circulator certification (if needed) and verify the original signatures. Time should be allotted for the county elections office verification process before the filing deadline of 5:00 p.m. on August 30, 2022, with ODA.

## Step 4: File Completed Forms with ODA

Candidate files the certified Petition for Nomination Signature Sheet and Declaration of Candidacy form with the ODA Grants Administrative Officer between 8:00 a.m. on July 21, 2022, and 5:00 p.m. on August 30, 2022, by email at [sandi.hiatt@oda.oregon.gov](mailto:sandi.hiatt@oda.oregon.gov) or following address: Oregon Department of Agriculture Attn: Grants Administrative Officer 635 Capitol St. NE, Suite 100 Salem, OR 97301-2532. Documents received before July 21, 2022, will be returned to the candidate.

For all of the details on district elections download a copy of the [Elections Manual](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf) at: [sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf](https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf). Pages 23 and 24 are the most relevant. Another important resource is [the 2022 SWCD Director Elections Instructions and Information handout](https://www.oda.oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCD Elections Instructions and Information handout) from Oregon Department of Agriculture found here: [oda.oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCD Elections Instructions and Information handout](https://www.oda.oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCD Elections Instructions and Information handout).



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