What you will learn in this module

• What is a supervisor?
• Supervisor Qualifications.
• Term of Office.
• Organization of the District Board.
• Responsibilities of a Conservation District Supervisor.
• Summary.
What is a Supervisor?

- Five board members known as district supervisors make up the governing body of a conservation district.
- Supervisors serve as representatives of landowners and the general public in their community, providing direction toward natural resource conservation programs available through the conservation district.
- Supervisors work in accordance with Kansas Law, K.S.A. 54-106 to determine local priorities most effective in controlling erosion or improving water quality based upon critical needs identified within the county.
Supervisor qualifications

• Any qualified elector residing in the district is eligible to serve as a district supervisor.

• A qualified elector is:
  1. Any U.S. citizen,
  2. 18 years of age or older, and
  3. resides in the district.

• Supervisor qualifications are stated in the Conservation District Law, K.S.A. 2-1907
Term of office

• Elected supervisors serve a 3 year term.
• A district supervisor shall hold office until a qualified successor is elected or appointed.
• An incumbent supervisor must declare as a candidate and be nominated to run for election.
• Expiration of district supervisors terms are staggered so one or two supervisors are elected each year.
District Officers Responsibilities

• Duties of the Chair, Vice Chair, Secretary and Treasurer

• The district board of supervisors should re-organize and elect officers at the first board meeting after the annual meeting election. The **Chairperson** is elected by the other board members to lead and accept responsibilities on behalf of the district board of supervisors.
Duties of the Chair

• Preside at all meetings or arrange for the vice-chairman to preside.
• Call special meetings when necessary.
• Plan order of business or agenda with input from district board members, district employees and technical staff well in advance of the meeting.
Duties of the Chair

• Ensure that the district secretary sends tentative agenda to board members one week in advance of the meeting.
• Through consultation with other board members, establish meeting dates.
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Duties of the Chair (cont.)

• Extend invitations to all individuals and the media who should attend meetings and/or take part in discussions.

• Conduct meeting in accordance with “open meeting” requirements of the Freedom of Information Act

• Make sure there is a quorum of at least three directors (see open meeting requirements of the Freedom of Information Act)
Duties of the Chair (cont.)

- Call meeting to order on time. Announce the order of business.
- Distribute a typed agenda. Recognize visitors and others present.
- State each motion before it is discussed and before it is voted upon.
- Put all motions to a vote and announce the outcome.
- Suggest motions but do not make them
Duties of the Chair (cont.)

• Make sure there is a quorum of at least three directors (see open meeting requirements of the Freedom of Information Act)

• Call meeting to order on time. Announce the order of business.

• Distribute a typed agenda. Recognize visitors and others present.
Duties of the Chair (cont.)

• State each motion before it is discussed and before it is voted upon.
• Put all motions to a vote and announce the outcome.
• Suggest motions but do not make them.
• Handle discussions in an orderly manner.
• Give everyone a chance to speak -- one at a time.
Duties of the Chair (cont.)

• Tactfully keep all speakers to rules of order and the subject at hand.
• Give directors on all sides of an issue equal opportunities to speak.
• Encourage all directors to participate in the discussion.
• Enter into the discussion to give additional facts or information.
Duties of the Chair (cont.)

• Ensure ample opportunity for non-board members to participate in the discussions.
• Avoid expressing your own opinion too soon and talk no more than necessary while presiding.
Duties of the Chair (cont.)

• Review objectives and progress toward achieving goals and objectives of Conservation Action Plan and Annual Plan of Work at regular board meetings.

• Appoint committees, assign their responsibilities, and ask for reports when due.
Duties of the Chair (cont.)

- Ensure that the board does not "rubber stamp" the actions and recommendations of cooperating agencies.
- Ensure that all directors are properly informed of and understand their duties.
- Close meeting on time.
- Encourage regular attendance. Follow-up on absentees.
Duties of the Chair (cont.)

- Encourage and plan for annual director involvement in leadership skills training.
- Set a good example by observing proper parliamentary procedure. Remember, all official actions require a motion and a vote.
- Allow time before or after the "official board meeting" for socializing.
Duties of Vice Chair

- Officiate in the absence of the chair; assume other duties at the chair’s request.
- Be familiar with the duties of the chair.
- Consult with and advise chair on matters of program and policy.
- Serve as a chair for special programs.
- Succeed the chair in the event of resignation or other conditions precluding continued service by the chair.
Duties of Secretary
(This is an optional board position.)

• Notify members of each meeting. Mail announcements of meeting with agenda to each director one week prior to the meeting.
• Provide the chair with a list of business items that should be placed on the agenda.
• Record each motion in full and read the motion before action is taken.
Duties of Secretary (cont.)

• Insist that action be completed on each item of business so that a record can be made of all business conducted.

• Minutes should include the following at a minimum:
  – Name of district and kind of meeting (regular, annual or special).
Duties of Secretary (cont.)

• Name of presiding officer, date, hour and place.

• Attendance (directors, agency representatives and guests). If a large group appears, list the organization and the spokesperson.
Duties of Secretary (cont.)

• List absent directors.
• Summarize reports made at the meetings. (Ask presenters to provide written reports when possible).
• All motions, indicating the person making the motion, seconding the motion and the action that was taken on the motion. (A withdrawn motion should not be recorded.)
Duties of Secretary (cont.)

• All important statements should be recorded even when action is not taken according to the Freedom of Information Act.

• Time, date and place of the next regular meeting
Duties of Secretary (cont.)

- Maintain complete minutes of all proceedings and furnish a copy to the following as soon as possible but no later than 30 days after the meeting to the State Conservation Commission.
- Keep the Arkansas Natural Resources Commission informed of changes in board membership by furnishing copies of all letters of resignation as well as names of district officers and address changes.
- Initiate correspondence on behalf of the board as the need arises.
Duties of Treasurer

• In consultation with the board, prepare and maintain district budget for the yearly operation.
• Maintain complete and accurate records of receipts and expenditures.
• Insure preparation of a monthly financial report for the board. The district employees can often provide assistance with the items to be included in the report.
Duties of Treasurer

• Pay only the bills approved by official action of the board and issue receipts for incoming funds.
• Maintain separate accounting of funds as needed.
• See Chapter 5, of the Conservation District Handbook.
2. The **Vice-Chairperson** assumes all duties and responsibilities in the absence of the chairperson in conducting the meeting. They also arrange special programs for the regular board meetings and serve as chair of at least one standing committee.
3. The **Secretary** notifies board members of each meeting; places business items on the agenda; keeps the board meeting minutes, records committee actions and correspondence on behalf of the board; documents all forms of communications and prepares district reports.
Organization of the Conservation District Board (cont.)

4. The **Treasurer** oversees the conservation district finances and usually serves as chair of the finance committee. They keep complete financial records; approve claim vouchers; present treasurer reports; and oversee development of the conservation district budget.

(continues)
5. **Associate Supervisors or Advisors** are officially appointed by the board as advisors and representatives. Associates or Advisors cannot vote on board decisions, but provide knowledge and experience to help with the decision making process. (*This is an optional board position.*)
Responsibilities of a Conservation District Supervisor

• Attend regular and special board meetings
• Operate the district as a political subdivision of state government.
• Keep in close contact with the DOC on all administrative matters.
• Cooperate with other districts, agencies and community groups to promote conservation of our natural resources.

(cont.)
Responsibilities of a Conservation District Supervisor (cont.)

• Plan each year’s district activities with an annual plan of work.
• Review and approve conservation plans developed by the NRCS personnel.
• Manage all funds, facilities, and equipment belonging to the district.
• Attend the SCC/DOC Spring Workshops, KACD Fall Meetings, the KACD Annual Convention and other related meetings.

(cont.)
Responsibilities of a Conservation District Supervisor (cont.)

• Review local requests for state-cost share assistance on projects and recommend approvals to the DOC.

• Employ secretarial and technical help and determine qualifications, duties, and compensation.

• Develop programs to furnish to landowners and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.

(cont.)
Responsibilities of a Conservation District Supervisor (cont.)

• Determine priority of work to be accomplished through the district.
• Cooperate with other districts in multi-district resource activities such as watershed, comprehensive planning, and resource conservation and development projects.
• Delegate to employees appropriate responsibilities.

(cont.)
Responsibilities of a Conservation District Supervisor (cont.)

• Secure operating moneys for the district through the county commissioners, the State of Kansas, and through local donations and other revenue sources.

• Establish business procedures required for adequate plans, records, accounting, and sound financial management.

• Additional responsibilities may be found in the Supervisor’s Handbook.
1. A qualified elector is:
Any U.S. citizen 18 years of age or older, resides in the district and is a landowner.
True or False?
1. A qualified elector is:
   Any U.S. citizen 18 years of age or older, resides in the district and is a landowner.
   False (electors are not required to be landowners)
Review Question

2. Expiration of district supervisors terms are staggered so one or two supervisors are elected each year.

*True or False?*
Review Answer

2. Expiration of district supervisors terms are staggered so one or two supervisors are elected each year. True
Review Question

3. The Chairperson sets meeting agendas?  
   True or False?
Review Answer

3. The Chairperson sets meeting agendas? True
4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the SCC.

True or False?
Review Questions Answers

4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the SCC.  True
Summary

As a public official, a District Supervisor is responsible to the people of their district and state. Urban and rural residents, agricultural producers, and any qualified elector residing in the district are eligible to serve as a district supervisor. Supervisors develop programs to furnish to district cooperators and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.
Resources Available

• **Resources**
  – Conservation District Handbook
  – Conservation District Law
  – “Proud to Serve” Recruitment Reference Book

• **Where to find**
  – Located in each district office
  – Located in Chapter 6 of the Conservation District Handbook