

## **Major Roles and Responsibilities of a Conservation District Director**

- Be familiar with the Conservation District Law. Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
- Attend regular and special meetings of the district board.
- Accept the responsibilities of any office to which you are appointed. Serve on committees and present reports on their accomplishments and activities.
- Assure that the actions and policies of the district and its employees remain within the limitations of the Conservation District Law.
- Set local policy to reflect the balanced need of the community you represent.
- Act as a district representative in communicating district action, policy, etc. to your local community.
- Develop, set and implement personnel policies for the hiring and supervision of district staff.
- Enroll landowners as cooperators with the district. Review and approve conservation agreements.
- Attend state, national and other conservation meetings on behalf of the district to stay current with conservation issues and programs. Represent the feeling of your board as a whole, not just your personal feelings.
- Pursue funding for district programs and initiatives.
- Assure fiscal responsibility, ensure efficient and effective use of all public funds, develop an annual budget and provide financial statements.
- Develop a working relationship with county government, state and federal legislators, agency officials, local municipal and county officials, and organizations that do or could cooperate with the conservation district.
- Stay informed on conservation issues in your district and be familiar with important laws, policies, and programs.

- Be familiar with district programs and activities.
- Be positive, innovative, and action-oriented.
- Develop SWCD annual plan of work.
- Maintain close contact with TSSWCB and Field Rep serving SWCD.
- Encourage the use and proper management of all SWCD equipment.