

10 Minute Supervisor Trainings



January 2025

Supervisor Responsibilities

Since there was just an election for conservation district supervisors, this is an excellent time to remember what responsibilities each supervisor has.

How did I become responsible for the conservation district duties/obligations?

1. You voluntarily petitioned through your county clerk to serve a 4-year term as an elected board member of your county conservation district. OR
2. You voluntarily accepted a nomination from the conservation district board of supervisors to fill an unexpired term (vacancy) as a conservation district board member for the remainder of a 4-year term.

In short, you volunteered for the responsibility to carry out the duties/obligations required while serving as a board member of your conservation district board. As an elected official you should ALWAYS carry out these duties/obligation morally, ethically, and with a standard of integrity to maintain the public's respect.

Administrative Responsibilities:

- Know and understand the Kentucky Revised Statutes (KRS 262 and others) that govern the conservation districts.
- Be an active participant in board meetings, discussions, and district activities.
- Cooperate with all board members, employees, state and federal partners, local officials, and organizations to establish district policies, programs, and outreach events.
- Be active and involved in developing the district's annual plan of work, long range plans, budgets, policies, events, etc. Conservation district success relies on the experience and leadership of a full board of 7 members.
- Ensure that the district is completing all required reporting.

Functional Responsibilities:

- Attend and participate in annual state/local meetings of the Kentucky Association of Conservation Districts.
- Know your local business and agricultural leaders and seek their advice on district programs and needs.
- Be acquainted with the farmers in your district and know their concerns.
- Prepare and publish informational articles, newsletters, guidebooks, and other publications.

Financial Responsibilities:

- Secure adequate funding to carry out the districts plans and programs.
- Establish written procedures, accounting practices, and financial management of the district's funds in accordance with state law.
- Ensure transparency by filing with Kentucky Division of Conservation, Fiscal Court, and Department of Local Government accurate annual financial reports of all district funds.
- Ensure all funds are being utilized legally with an approved annual budget detailing all revenues and expenditures.
- Protect all district funds with adequate bond policies in place and never allow policies to lapse.
- Protect conservation district supervisors, staff, and district assets with liability insurance policies.

Ethical Responsibilities:

- Remember you are an elected official, representing your conservation district inside and outside the office.
- Administer the affairs of the district according to all local/state/federal laws.
- Keep safe all the funds and investments of the board.
- Maintain a positive public image. This includes your social media accounts.
- Be well informed on issues facing your district and your community.
- Treat employees fairly and equitably.
- Have fair and equitable hiring practices, avoiding nepotism.
- Declare any conflict of interest between yourself and board matters.
- Do not use the district or any part of the organization for personal gain.
- Board members should not improperly influence or attempt to influence others to act on or for their own benefit.

Important Reminders:

- There is a Supervisors Handbook available on the Division of Conservation website. The monthly 10-minute trainings highlight many responsibilities of conservation district supervisors and can also be found on the website.
- Be involved! Most districts have only one employee. The involvement of the board members to recruit volunteers and partners, develop programs, manage the district, and other such activities are necessary to the success of the district.
- As an elected official, you will have many obligations. If you cannot fulfill these obligations for health reasons, lack of time, or other commitments, you can and should resign. Your position on the district board is very important and demands active participation from all 7 board members.