

10 Minute Supervisor Trainings



February 2021

Board Member Responsibilities

Conservation district supervisors are vital to the survival and success of a county conservation district. Supervisors are responsible for administrative, fiscal, functional, and educational duties. Through the planning, management, and direction of your local district, you develop leadership skills and encourage natural resource conservation in your community. There is a full list of responsibilities in the Supervisors Handbook which can be found on the Division of Conservation Website. This 10 Minute Training is only highlights.

Administrative Responsibilities

1. As a public official, you will have many obligations. If you cannot fulfill these obligations for health reasons, lack of time or other commitments, you should resign. Your position on the district board is very important and demands active participation.
2. Cooperate with fellow board members in establishing district policies.
3. Take an **active** role in developing the district's annual plan of work and budgets.
4. Participate in developing, publishing, and distributing annual reports at the end of each fiscal year.

Fiscal Responsibilities

1. Cooperate with fellow board members in securing adequate operating funds for the district.
2. Cooperate with fellow board members in establishing business procedures, accounting, and financial management of the district's fiscal affairs, in accordance with state law.
3. Cooperate with fellow board members and the Division of Conservation field representatives in providing an Annual Financial Report of district accounts.
4. Have appropriate bonding in place for your treasurer and at least one other board member.

Functional Responsibilities

1. Attend and participate in the annual state meeting of the Kentucky Association of Conservation Districts and in your area meeting.
2. Know your local business and agricultural leaders and seek their advice on district programs and needs.
3. Be acquainted with the farmers in your district and be aware of their concerns.
4. Cooperate with fellow board members in preparing and publishing informational articles, newsletters, guidebooks and other publications.

Educational Responsibilities

1. Encourage and support the development of a strong education program.
2. Keep the public informed about conservation programs, opportunities and concerns.

Ethics

Ethics are a vital part to being a district supervisor. Proper ethics begins with each board member. Remember you are an elected official, and you represent the conservation district both inside and outside the office.

Being an ethical board member means:

- Properly administer the affairs of the district according to state/federal law
- Keep safe all the funds and investments of the board
- Maintain a positive public image, this includes your social media
- Be well informed on issues facing your district and your community
- Treat employees fairly and equitable
- Have fair and equitable hiring practices including 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 other offices to act for their own benefit

Important Reminders

Be involved! Most districts have only one employee. The involvement of the board members to recruit volunteers and partners, development programs, manage the district, and other such activities are vital to the success and longevity of the district.

Don't be afraid to be creative. If you're passionate about insects, why not develop an outreach program to schools about insects? Conservation doesn't have to mean just agriculture.

Be familiar with the KRSs that govern conservation districts, including KRS Chapter 262 and the KY Open Meetings Act.

Utilize your District In Good Standing Report to track your progress throughout the year on different reports, updating policies, fiscal court visits, and other such materials.