

10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

DECEMBER 2010

DEVELOPING AN ANNUAL PLAN OF WORK

The purpose of an Annual Plan of Work is to keep the Conservation District focused on tasks and programs needed to address the natural resource concerns identified in the Long Range Plan. It also assists districts in budget preparations.

•Form a workgroup

This group will develop the annual plan of work. The group should be made of diverse backgrounds and ideas. Examples of who could be in the work group include not only Board members but district employees, District Conservationist, and field representatives. Also, it can also be helpful to ask others such as Vocational Agriculture teachers, County Extension Service, fiscal court members, local farmers or other key community members to assist with the plan. This will not only assist with current programs that the district participates in but might add other events or partnerships that would help accomplish the district's objectives.

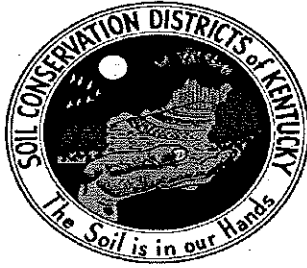
•Format of the Annual Plan of Work

Committee format-tasks and programs assigned to various board members, district employees and partnership members.

Monthly format-tasks and programs assigned a specific date to be addressed or completed. This assists with making the agenda for the monthly board meetings.

•Address the needs of the Conservation District

Make assignments to a calendar month or committee that will address the natural resource concerns listed in the Long Range Plan.



- **Evaluating the Annual Plan of Work**

- Monthly formatted plans will obviously be evaluated monthly.
- Committee formatted plans will need set times to evaluate the progress of the plan.

- **Submitting the plan**

The Annual Plan of Work must be submitted to the Division of Conservation by April 1st of each year. KRS 262.097 states: The supervisors of the respective soil conservation districts shall submit to the commission such statements, estimates, budgets, and other information at such time and in such manner as the commission requires.

- **The importance of the Annual Plan of Work**

The annual plan of work and the district budget are directly connected. The budgeting process and securing of funds can only follow the completion of the Annual Plan of Work. Reversal of these procedures will not result in a successful effort.

- **The annual plan of work should be updated each year**

The annual plan of work should be evaluated each year for such things as:

- Projects that were unsuccessful or not necessary
- New partnerships with various groups
- Increase in planning time for projects that have increased in size
- New initiatives and programs in your area
- Changes in resource concerns

DISCUSSION QUESTIONS

- 1. Discuss the reasons that the Annual Plan of Work is necessary.**
- 2. What are some things that your district could change in their Annual Plan of Work?**

