



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten-minute discussion on them at a meeting.

Guide No. 23 - Responsibilities of Conservation District Officers

Conservation district boards elect officers to carry out specific roles in conducting district business, especially in monthly board meetings. These officers include Chair, Vice-Chair and Treasurer. This guide describes the major roles for these officers.

Chair Responsibilities

The Chair is the key to a good board meeting and must be prepared to:

- ◆ Assist district personnel in developing agendas.
- ◆ Start the meeting on time and encourage all board members to be on time for the meeting.
- ◆ Determine whether visitors wish to be heard during the meeting and whether they will address a specific item already on the agenda or should be called on under "New Business". The Chair should introduce visitors at the beginning of the meeting.
- ◆ Follow the agenda and be sure that all items are covered and the discussion does not move to a new item before completing the current one, particularly if there is a motion on the floor.
- ◆ Limit the discussion to those items on the agenda during the meeting. The Chair should encourage each director to participate in the discussion, but should not permit any individual to dominate the discussion, nor should the Chair dominate the discussion.
- ◆ Preside in a neutral manner and forge relationships.
- ◆ Know and follow the Open Meeting Act rules and needs to be knowledgeable of rules for conducting meetings.

- ◆ Work with board members to ensure confidential board matters are kept that way and discretion is exercised in all matters.

The Chair is often asked to represent the board at various meetings and events, voice the board's views and meet with the news media.

Vice-Chair Responsibilities

In the absence of the Chair, the Vice-Chair assumes all duties and responsibilities of the Chair.

Treasurer Responsibilities

- ◆ The Treasurer of the board should work with the district secretary in preparing the financial statement for the monthly board meeting. The Treasurer should be prepared to help the secretary explain the statement to the board.
- ◆ The Treasurer may be asked by the board to help district employees develop the district budget and annual funding request to the Oklahoma Conservation Commission.
- ◆ The Treasurer should be covered by a surety bond (as well as all directors who are entrusted with funds or property).

Rotating officer positions among board members can provide everyone the opportunity to gain experience in leadership roles.

Reference Materials:

10-Minute Guide No. 1 - Open Meeting Act

10-Minute Guide No. 18 - Parliamentary Procedures

This publication is issued by the Oklahoma Conservation Commission as authorized by Mike Thralls, executive director. Copies have not been printed but are available through the agency website. Two printout copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

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