



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. 26- Associate Board Members

Associate board members can provide a great service to the board and the community. Here are a few tips and guidelines for selecting and utilizing associate board members.

Appointment of Associate Directors

The conservation district board by official vote during a board meeting may appoint one or more individuals to serve as associate directors.

Term of Office

An associate director should be appointed for a specific term, possible one year, with the expiration date clearly understood and specifically placed in the minutes. Appointment and reappointment should be an official act of the district board.

Potential Appointees

The district board might consider the following types of individuals to serve as associate directors:

An associate director might be a potential district director. This could serve both as a learning period for the associate director and as a time for the board to observe the associate director's commitment and abilities.

A district director who has retired from the board might be appointed as an associate director. This would ensure that the district continues to benefit from the experience of a past director who can no longer give full time to the district's work.

An individual who is professionally involved in conservation could provide a special service to the district. Consider the benefits of naming a teacher or other educator, city planner or someone who works for a news paper or magazine.

Obligations

An associate director should be expected to attend most board meetings, or if assigned a specific project, may attend only the meetings when that project is discussed.

Limitations

Associate directors have no official or legal authority, can not vote on the district's business and may not receive reimbursement for expenses from the Oklahoma Conservation Commission.

Reimbursement for Expenses

If an associate board member performs a specific service at the request of the board, reimbursement can be made from district-earned funds for mileage and/or legal actual expenditures under the same guidelines as are applied to district directors and employees.

Tort Claims

Associate directors fall into the same category as employees or directors concerning tort claims, when they are working on a district activity as authorized by the board.

Specific Duties and Responsibilities

To realize the full potential of associate directors, the board should consider assigning them specific duties and responsibilities based upon their interest and abilities. Some examples might be:

- ◆ Handling arrangements for a district event
- ◆ Arranging district tours
- ◆ Conducting youth activities
- ◆ Assisting with the district information program

*Oklahoma Conservation Commission
District Services Division
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