

The background features a light blue and pink gradient. On the right side, there is a large, dark green monstera leaf with characteristic holes. Overlaid on this is a white, semi-transparent paper cutout of a monstera leaf, which is slightly offset from the original leaf, creating a layered effect.

# District Director Responsibilities

# What does it mean to be a District Director?

Describe in a few words or short statement what you believe it means to be a District Director.

Scan the QR code to share your response!



# District Directors:

- Unpaid public officials - not volunteers
- Participate in district meetings, operations and events
- Manage all aspects of At-Will district employees
- Understand fiscal responsibilities and set district policy

# Available Tools to be an Effective Director

- Oklahoma Conservation Commission Website: [conservation.ok.gov](http://conservation.ok.gov)
- Board Meetings Quick Reference
- District Directors 10- Minute Guide Series
- Monthly Training Takeaways
- Conservation District Handbook – *(page 25 & 26)*



# 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. 21 - Duties of a Conservation District Public Official

The information presented in this guide is designed to help district directors better understand their role as a public official and assist them to be more effective in the development and implementation of conservation district programs.

### Volunteer vs. Public Official

It does a disservice to district directors to call them volunteers. Conservation district directors are non-paid elected and appointed public officials charged with the responsibility to govern the activities of a conservation district. Responsibilities as a district director can be as limited or expansive as directors wish to make them. However, the fate and future of the conservation district is tied directly to the degree of the directors' involvement, courage, and passion.

The success or failure of a conservation district is dependent on the actions each director takes as the elected/appointed public official vested with the governance of the district.

### What a Director Needs to Know First

As directors gain experience on the district board, they continue to learn facts, statistics, history, procedures, and a thousand others things. But first things first:

- ◆ **Get to know the other folks who serve on the district board** – not just their names, but who they really are. Where do they live? What are their occupations? What are their real interests and concerns? What motivates them to serve on the board?

- ◆ **Get to know the district staff** – There must be a high level of trust between those who govern and the people they have chosen to manage.

- ◆ **Learn where to go for answers to questions** – The best defense against being totally lost at the early stage of a director's term is to know the people and resources to give answers to the tough questions quickly.

- ◆ **Learn to learn** – Learning the job of boardsmanship is a never ending task. Attend national, state and area conferences, take part in workshops and read pertinent literature. Learn that this job deserves a director's very best effort.

# Working together to keep our land grand since 1937

## OUR MISSION

The Oklahoma Conservation Commission works to conserve, protect and restore Oklahoma's natural resources, working in collaboration with the conservation districts and other partners, on behalf of the citizens of Oklahoma.

## OKLAHOMA CONSERVATION COMMISSION

### Director Elections & Appointments Training Takeaways

April 2024

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

#### The Basics

- Elections and appointments apply to EVERY district EVERY year. Vacancies do not preclude the district from completing appointment and/or election associated processes.
- Guidance regarding the processes, including due dates and the list of directors with terms expiring, was emailed to all districts on February 2, 2024.
- All forms, appointment or candidacy, must be emailed to the Commission.
- Elected Position #2 is up for election this year.

#### Appointments

- One appointed position term expires each year on June 30
- The board must act during a board meeting to make a recommendation for appointment
- Directors who are being reappointed must meet the 75% attendance threshold. If not, the board must submit a letter explaining why the attendance threshold was not met and why they feel the director should be reappointed.

#### Elected Positions

- One elected position term expires each year on June 30
- The incumbent director must file during filing period if they wish to run/serve again
- The board must act during a board meeting on required items and the district must meet all required deadlines. Failure to do so will result in a special election having to be held.

#### Key Dates

- **April 1 – 20:** The Notice of Filing Period must be published as a legal ad, twice with a seven-day break.
- **April 26:** Notice of Filing Period proofs of publication must be emailed to the district's Area District Coordinator (ADC) by close of business.
- **May 1 – 14:** Filing period for the elected position. Districts must accept ALL candidacy forms. Directors currently serving in the E2 position must file forms if they wish to run/continue serving.
- **May 15:** All candidacy forms received must be emailed to the Commission by noon.

# CONSERVATION DISTRICT HANDBOOK



This resource is not intended to encompass all items or matters that will arise in a board meeting. It should serve as a general, basic guide only.

### Board Meetings Quick Reference Sheet

**Requires Vote**

- Previous Minutes
- Timesheets w/ completed leave summary, Payroll Worksheets, and Leave Requests
- Accounts Payable, Claims, and Financial Reports
- Cost-share
- Entering Executive Session
- Policy Change
- Longevity Payments
- Tabling an Agenda Item

**Not Be Discussed in Closed (Executive) Session?**

...to be discussed in Executive Session are extremely limited. Executive Sessions must always be agenda and provide specific information regarding what will be discussed in the session. ... are taken in an Executive session, those present and start/stop times are listed in the ... motions and votes must take place in open session. ... decisions (performance evaluations, hiring/firing, promotion/demotion, local ... actions

# Board Meeting Quick Reference Guide

- Oklahoma Conservation Commission Website: [conservation.ok.gov](http://conservation.ok.gov)
- What requires a vote
- What can be discussed in closed/executive session
- When to abstain from voting
- Items that are *required* to be reviewed annually
- Items that *should* be reviewed annually



# Supervising Employees

## Be Diligent

- Time is money- tax payer money
  - Carefully review timesheets/leave records
- Build a good working relationship with your employees- communication is key
- Annual Performance Reviews are mandatory
  - Give feedback – both positive and negative
  - Performance notes are essential
- Encourage open communication

# Tools, Deadlines & Timelines for Employees to Prioritize Work

- District allocation is based on deliverables. These aren't arbitrary items. They are known deadlines.
  - Directors it is your responsibility to supervise and ensure that district personnel meet goals, deadlines, and ALL documentation is being properly submitted.



# District Allocations, Deliverables, and Performance

## FY 25 OKLAHOMA CONSERVATION COMMISSION DISTRICT ALLOCATION

### DISTRICT: GREENLAND COUNTY CONSERVATION DISTRICT

Total Allocated Personnel:	\$82,440.73
Temporary Unallocated (code 12):	\$0.00
Operating Expense:	\$10,000.00
Copier Rental Payment (code 86):	\$560.00
<b>Total FY-2025 Allocation:</b>	<b>\$93,000.73</b>

### ALLOCATED PERSONNEL:

	WILMA	VACANT
Employee		
Hire Date	3/20/2017	
Position Title	District Manager Coordinator	District Manager
Position Code	05	05
Hours	2088	2088
Years of Service	8	0
Longevity	\$850.00	\$0.00
Benefit Allowance-mo	\$1,365.80	\$1,365.80
Benefit Allowance-yr	\$16,389.00	\$16,389.60
Hourly Pay Rate	\$19.00	\$19.00
Monthly Pay Rate	\$3,287.00	\$3,287.00
Gross Pay	\$39,672.00	\$39,672.00
FICA	\$3,034.91	\$3,034.91
Total Allocation	\$42,706.91	\$42,706.91
Retirement	\$6,545.88	\$6,545.88
Total Cost to OCC	\$65,642.39	\$65,642.39

## DISTRICT OPERATING EXPENSE ALLOCATION FOR FY2024

Based on the performance above, your District's Operating Expense Allocation for FY24 is \$10,000.00.

### WHAT NEXT?

- If you feel the above information is incorrect, please contact OCC by Wednesday, August 2, 2023, and we will work with you to review the assessment information and allocation to determine if corrections are needed.
- There will not be an operating expense review to receive additional allocation conducted this year.
- Utilization by the district of its operating expense allocation will be reviewed in January 2024. If the district has not utilized at least 50% of its allocated operating expense, those funds will be returned to the Commission for reallocation.
- If your district does not currently have its own laptop/computer system and internet access, part of the district's operating expense allocation should be applied toward acquiring those items. If you have questions about the required specifications, please contact the Commission prior to purchasing.

## GREENLAND COUNTY CONSERVATION DISTRICT

### DISTRICT OPERATING EXPENSE ALLOCATION

As OCC continues to work towards assessing each district's performance individually based upon its goals and priorities, the submission of required reports and documents continues to be vital. The operating expense allocation listed below is reflective of your district's execution of this task.

It is important to note that the below performance assessment is based solely on whether the deliverable was completed with all required elements and submitted on time - not on the specific content or content quality of the deliverable.

### DELIVERABLES ASSESSED & DISTRICT'S PERFORMANCE

- FY23 NRCS Local Operational Agreement
  - Due date: 09/16/2022
  - District submitted: 9/12/2022
- 2022/2023 Joint Plan of Operations
  - Due date: 06/30/2022
  - District submitted: 6/22/2022
- FY22 Annual Report

Submitted: 01/2022  
 Submitted: 8/12/2022  
 Submitted: 1/15/2022  
 Submitted: 7/15/2022  
 Submitted: 7/25/2022  
 Submitted: 1/01/2022  
 Submitted: 7/15/2022  
 Submitted: 2/15/2022  
 Submitted: 11/16/2022  
 Submitted: 10/31/2023  
 Submitted: 4/19/2023  
 Submitted: 05/31/2023  
 Submitted: 5/12/2023  
 (percent of submissions on time out of 100%)  
 Percentage: 91.67%

# Tools, Deadlines & Timelines for employees to prioritize work

- District allocation is based on deliverables. These aren't arbitrary items. They are known deadlines.
  - Directors it is your responsibility to supervise and ensure that district personnel meet goals, deadlines, and ALL documentation is being properly submitted.
- Monthly District Services email – *following Commission meeting.*

# District Services Monthly Email

February District Services Update - Message (H...)

File Message Help Acrobat

Share to Teams All Apps Mark Unread Find Zoom

## February District Services Update

Clancy Green  
To

2025.02.01\_SummaryOfChanges.pdf 75 KB  
2025.02.03\_DirectorAppointments\_Approved.pdf 98 KB

Mon 2/3/2025 12:41 PM

Reply Reply All Forward

Good afternoon,

The groundhog predicted 6 more weeks of winter (and so did Poteau Pete as reported by OKMesonet on [Facebook](#)), but this week's weather is forecast to be anything but cold – hopefully you can get out and enjoy the spring-like temps.

Please take the time to review this email for important information, reminders, and dates. Also, be sure to mark your calendars with any important due dates or event dates – additional reminders will not be sent.

### New District Employees

A big welcome to these new district employees:

- Braxton Styles, Woods CCD Cedar Eradication Technician, January 13
- Kaleb Kimbro, Woodward CCD Cedar Eradication Technician, January 13
- Anna Fernow, Area II Conservation Planner, Garvin CD, January 21

### Director Appointments

A list of the director appointments approved at the February 3 OCC meeting is attached to this email. Certificates will be mailed by the beginning of next week.

### Election & Appointment Information for Terms Expiring 06/30/2025

Information on the election and appointment process for directors with terms expiring June 30, 2025, will be sent out by the end of the week. Each district will have one appointed position and the E3 position with an upcoming expiring term. All districts must follow the election and appointment process and schedule; there are no exceptions.

# Tools, Deadlines & Timelines for employees to prioritize work

- District allocation is based on deliverables. These aren't arbitrary items. They are known deadlines.
- Directors it is your responsibility to supervise and ensure that district personnel meet goals, deadlines, and ALL documentation is being properly submitted.
- Monthly District Services email – *following Commission meeting.*
- Important Items & Deadlines- *located on the OCC website.*

# Important Items & Deadlines

## Important Items



Conservation Districts have several reports, payments, and other deliverables that are due at specific times. While you may rely on your employees to handle the regular completion of these items, you should still be aware of what they are and ensure that they are being completed as required. The list below is not meant to be comprehensive, but a starting point.

\*Due dates for items with no set date are often conveyed to the District via email along with other necessary completion guidance. If you have questions about items, please contact the Conservation Commission.

Document	Due When
<input type="checkbox"/> Annual Reports	September 1 of each year
<input type="checkbox"/> Approved Meeting Minutes Packet	Within 5 days of being approved
<input type="checkbox"/> Audit Timeframe Forms	No set date*
<input type="checkbox"/> Audits/Compilations, Net Worth Statement, & Associated Forms	ASAP after receipt from the auditor, approval of the board, and filing
<input type="checkbox"/> Budget Requests	No set date*
<input type="checkbox"/> Change of Meeting Notices	ASAP after filing; all change of meetings must meet Open Meetings Act requirements
<input type="checkbox"/> District Director Filing Forms	No later than COB on the last day of the filing period*
<input type="checkbox"/> Joint Plan of Operation	June 30 of each year
<input type="checkbox"/> Long Range Plans	June 30 every 5 <sup>th</sup> year
<input type="checkbox"/> Major Project Report	No set date*
<input type="checkbox"/> Notice of Lack of Quorum	ASAP after completion of form
<input type="checkbox"/> Notice of Newly Elected Officers	August 1
<input type="checkbox"/> Notice of Personnel Action/Terms of At Will Employment	ASAP after board approval and signature
<input type="checkbox"/> Notice of Regular Meetings	December 15
<input type="checkbox"/> NRCS Performance Worksheet/Operational Tasks	ASAP after board & NRCS approval & signatures
<input type="checkbox"/> Performance Reviews	Should be completed at least annually; a letter stating completion should be forwarded to the Commission
<input type="checkbox"/> Pre-Claims for full-time employees	By the last working day of each month
<input type="checkbox"/> Pre-Claims for benefitted part-time employees	By the 10 <sup>th</sup> day of the month following payroll
<input type="checkbox"/> Proof of Publications	No set date*
<input type="checkbox"/> Recommendation for Appointment	ASAP after board approval and signature

# Tools, Deadlines & Timelines for employees to prioritize work

- District allocation is based on deliverables. These aren't arbitrary items. They are known deadlines.
- Directors it is your responsibility to supervise and ensure that district personnel meet goals, deadlines, and ALL documentation is being properly submitted.
- Monthly District Services email – *following Commission meeting.*
- Important Items & Deadlines- *located on the OCC website.*
- Send to List- *located on the OCC website.*

# Send to List

## Send What to Who?

10/1/2024

Item	Send To	Due**
Annual Reports	Area District Coordinator <i>If no ADC, Clancy Green</i>	September 1
Approved Meeting Minutes	Area District Coordinator <i>If no ADC, Clancy Green</i>	Monthly, within 5 days after approval
Audit Timeframe Forms	Brandon Welborn	
Audit/Compilation Report <i>(Must be stamped by county clerk)</i>	Brandon Welborn	ASAP upon return from auditor & after board approval
Board member contact information updates	Brandon Welborn	
Budget Requests	Area District Coordinator <i>If no ADC, Clancy Green</i>	
Change of Meeting Notice(s)	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after filing
Conservancy District Questions and Concerns	Janet Stewart <i>If unavailable, Tammy Sawatzky</i>	
Cost Share Program	<i>Refer to CPD Send To List</i>	
District Operation Questions	Area District Coordinator &/or Clancy Green	
Flood Control (Watershed Dam) Program	<i>Refer to CPD Send To List</i>	
Form I-9, Employment Eligibility Form	David Uranga; cc'ed to Clancy Green	
Joint Plan of Operation	Clancy Green	June 15th, Final in place by June 30th
Local Operational Agreement with NRCS	Area District Coordinator <i>If no ADC, Clancy Green</i>	
Local Payroll Worksheets (i.e. 1-time pay increases, payroll for employees paid with only local funds) <i>Should be emailed with completed Form 6B</i>	Clancy Green & Brandon Welborn	ASAP after board approval
Long Range Plans	Clancy Green	June 30th every 5th year
Net Worth Statement <i>(Form 5K, must be stamped by county clerk)</i>	Brandon Welborn	ASAP upon return from auditor & after board approval
Notice of Lack of Quorum	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after meeting date
Notice of Newly Elected Officers	Brandon Welborn	August 1
Notice of Personnel Action (Form 6B)	Clancy Green & Brandon Welborn	ASAP after board approval
Notice of Regular Meetings	Area District Coordinator <i>If no ADC, Clancy Green</i>	December 15
Notification & Declaration of Candidacy Forms <i>(Form 3F plus cooperator agreement copy)</i>	Brandon Welborn	Immediately upon receipt during filing period each year
Performance Review Completion Letters/Notice <i>If no ADC, Clancy Green</i>	Area District Coordinator	ASAP after board approval
Pre-Claims (full-time, form 5C)*	OCC Office - District Services	In OCC office by last working day of the month
Pre-Claims (part-time, form 5M)*	OCC Office - District Services	In OCC office by the 10th of the following month
Proof of Publications	Area District Coordinator <i>If no ADC, Clancy Green</i>	
RCPD & WQ Claims*	Maryanne Dantzler-Kyer	ASAP after board approval

# Fiscal Responsibility

ASK QUESTIONS – DON'T BE AFRAID TO SPEAK UP

- Be familiar with your district's income, expenses and bank balances.
- Confirm payroll taxes have cleared the bank via the bank statement(s).
- Know the reimbursement claims process.
  - Know your allocated operating expenses
- Know the pre-claim process.



# Administering State Cost Share

- Review State Cost Share Guidelines
- Review and vote on Checklist of Board Action Required
- Any questions or concerns need to be directed to OCC Conservation Programs Division.

What do you think motivates  
someone to want to be a  
District Director?


Scan the QR code to share your response!



# Identifying New Recruits

- Community involvement
- Engage existing board members
- Invite a potential candidate to attend a monthly board meeting(s).
- Wisdom – expertise and experience.
- Work – Willingness to contribute their time and effort.
- Integrity – a potential candidate should have a record of ethics and integrity.
- Positive Mindset
- Ask other board members about potential candidates.

- Diversity – a board should aim for diversity in age, gender, race, and professional experience
- Enthusiasm – a board member should be enthusiastic about the board's mission
- Willingness to learn – a potential board member should be enthusiastic to learn and willing to dig deep.
- Commitment – a potential candidate will be fully engaged and committed to attending meetings and serving on the board.
- Financial literate



**Stay Informed  
&  
Ask Questions**

# Questions?

## District Services Division

Clancy Green

District Services Director

Brandon Welborn

Administrative Programs Officer

## Area District Coordinators

Laci Landers, Area I

Tammy Curry, Area II

Rhonda Bowman, Area III

Amy Weathers, Area IV

Lisa Grey, Area V