

WACD POLICY # 2012-006
AREA DIRECTOR ROLES AND RESPONSIBILITIES POLICY

Area Directors (12) make up a portion of the Association's Board of Directors (BOD), and have general responsibilities assigned under Association bylaws. In order to help Area Directors understand their roles and responsibilities in more detail, and to improve communication with Association membership, the Association hereby establishes the following outline to serve as guidance to Area Directors in fulfilling their responsibilities as leaders, communicators and decision-makers. It is the intent of the Association, in establishing this guidance, that Area Directors become more engaged in communicating with their area conservation districts, and more effective in sharing information and representing the interests of their respective area conservation districts as a member of the BOD.

Expectations:

Leadership – Area Directors are elected by conservation district supervisors in each of the six Area Associations. Area Directors are accountable to those conservation districts and supervisors, and shall represent their ideas and concerns at the area level, and at BOD meetings. Being elected as Area Director brings certain responsibilities, including:

1. Participation in Association-related meetings and teleconferences
2. Communicating with area conservation district chairs and supervisors
3. Collecting and disseminating information from area conservation districts
4. Informing elected regional Washington State Conservation Commission members about area issues and interests
5. Reporting to the BOD
6. Participating with the BOD in making decisions
7. Advocating positions and policies of the BOD
8. Working with Association officers and staff

Area conservation districts should be able to turn to Area Directors as a direct line of communication with Association leadership, and Area Directors must keep in touch with their area conservation districts on a routine basis. Area Directors also share responsibility with Association officers and staff to promote unity among conservation districts in policy areas and when pursuing Association action on important regional or statewide initiatives.

Communication – Area Directors shall communicate on a regular basis with their area conservation districts, the BOD, and Association officers and staff. This communication must be two-way, and Area Directors represent a key link between Association leadership and conservation district supervisors. Area Directors may communicate via electronic mail, telephone, in writing, and in person with conservation district supervisors, routinely with district chairs. Area Directors must be responsive to communication requests from conservation

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districts and from Association officers and staff. Area Directors are charged, via the Association's bylaws, to visit each district in their area once annually (two Area Directors may divide these area district visits between them as mutually agreed). Area Directors must attend and make reports at BOD meetings (information to be reported is described in *Policy 2012-004 Area Director BOD Reports*). Area Directors are responsible to inform area conservation districts about Association policy and actions, and to solicit and report feedback.

Expanding on bylaws, Area Directors should collect the following types of information from their area conservation districts:

1. Statewide or area problems and suggestions of area conservation districts, covering district operations, policy, governance, programs, and other areas.
2. Special or unique conservation district accomplishments.
3. Information and suggestions about the schedule and content of Fall Area Meetings, including resolutions, bylaws changes, special programs, new partnerships, etc.
4. Assistance needed by area conservation districts on special or unique programs.
5. Election/appointment results or problems that have been reported by area conservation districts.
6. Area Association priorities and requests for action by the Association or by the Commission.

At a minimum, Area Directors should provide a brief verbal report to regularly scheduled BOD meetings, and to area conservation districts at their respective Fall Area Meetings, summarizing information collected on the above, and sharing news and information transmitted by the BOD and Association officers and staff. Area Directors may also choose to provide written/electronic reports to area conservation districts.

Area Directors should contact the WACD elected regional Washington State Conservation Commission member (for their respective east, central or west region) prior to scheduled commission meetings, to discuss agenda items or other topics of interest to their area conservation districts, and to exchange information as needed to assist the elected regional commission member in representing the interests of the region's conservation districts.

The Executive Committee and Association staff shall assist Area Directors in their communication with conservation districts, chairs and supervisors via improved e-mail tools, distribution of materials, conservation district visits and other actions to promote greater information exchange and minimize the time burden on Area Directors for their duties.

Area Directors shall be eligible for reimbursement of expenses associated with performing these duties in accordance with Association bylaws and written policies and procedures.