

**1.5 Associate Board Supervisor Policy**  
**Established/Adopted: March 17, 2016**  
**Updated: September 26, 2019**

**Purpose:** The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and terminating Associate Supervisors.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities. The District strives to make available technical, financial and educational resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff and volunteer Associate Supervisors for input and to help inform their decisions and disseminate information to the citizens of the District.

Associate Supervisors are a key component of the District's interactions and communication with the community it serves. District Supervisors and staff are encouraged to recruit potential new Associate Supervisors from members of the community who appear to have the interest and background to be a good candidate.

**Policy:** **Powers and Duties of Associate Supervisors**

Associate Supervisors serve the District in a similar capacity as a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board. Like the Board of Supervisors, Associate Supervisors are considered municipal officers, subject to certain limitations and restrictions associated with contracting with the District.

Associate Supervisors serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as conference registrations, travel and lodging.

Unlike Supervisors, Associate Supervisors are not exempt from cost sharing limitations; however, the Board of Supervisors will review the ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070 prior to consideration of cost-share projects for Associate Supervisors.

The following is a list of some of the common duties performed by Associate Supervisors:

- Become familiar with the District's enabling legislation, handbook for Supervisors, and the state and national associations.
- Advise the Board of Supervisors on various subjects for which individual Associate Supervisors have experience or special expertise.
- Represent the interests of underrepresented sectors of the community;
- Actively represent the resource users in their area of interest by knowing their concerns and accomplishments and use this information to help direct District policies.
- Be willing to perform duties that the Board delegates, including serving on special District committees; serving in a specific role within the District; or representing the District on external committees, commissions, councils, work groups, and associations formed by other organizations .Assist with outreach and education programs.
- Assist with the implementation of District projects.
- Assist with District administrative functions, such as the conducting of annual elections and audits.
- Assist with the development and distribution of annual plans of work and long-range plans.
- Collect information and feedback from citizens and recipients regarding District services and programs.

### **Minimum Job Requirements**

- Attend board meetings regularly (at least 6 meetings per year and not miss more than two consecutive meetings).
- Work with the Board to identify and perform specific on-going duties that match the expertise or knowledge of the Associate Supervisor with the needs of the District.
- Participate in other roles or activities as needed that the Board requests or agrees to.
- Must be a resident of the District and of legal voting age.

### **Qualifications & Skills**

Associate Supervisors shall identify and demonstrate the knowledge, experience, and expertise that they will employ, including:

- Proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values
- A commitment to working as a team member with the District Staff and its Board
- Demonstrated experience and/or interest in:
  - natural resource issues.
  - community involvement and outreach.
  - technical knowledge and/or experience managing conservation projects,
  - public policy development and oversight.
  - conservation practices and policies affecting natural resources and/or working lands.

### **Selection Process & Term Length**

- A potential candidate may apply for an Associate Supervisor position at any time. An application approved by the Board will be available for interested candidates on the District website or upon request.
- The Board Supervisors will determine the suitability of a candidate through review of the application, an interview, and assessment of District needs and how the candidate meets those needs.
- The Board appoints Associate Supervisors by majority vote at a regular TCD board meeting.
- The term of office for Associate Supervisors shall be one calendar year, which the Board can renew annually.
  - An Associate Supervisor initially appointed in January through June will serve through the calendar year, while an initial appointment made in July through December will serve through the following calendar year.
- In November of each year, the Board Chair or Executive Director will notify Associate Supervisors in writing to request renewal of their appointment.
- In December of each year, the Board will vote on whether to renew the appointments of any current Associate Supervisors who have requested reappointment.
- Associate Supervisors serve at the discretion of the Board of Supervisors, and the Board may terminate the appointment of Associate Supervisors at any time. Two weeks before a scheduled meeting that includes the potential termination of an appointment, the Board Chair or Executive Director will provide notice and offer the Associate Supervisor an opportunity to respond in writing or in person at the scheduled meeting.