

## YOUR BOARD OF COMMISSIONERS

*As a commissioner,  
you should be asking  
some primary questions.*



**As an individual board member, are you:**

- attending and actively participating in all board meetings?
- carrying out your committee responsibilities?
- keeping abreast of local natural resource issues?
- attending area and state conservation meetings?

**As a District Board are you:**

- identifying local conservation district goals and achieving them?
- keeping your conservation district's mission in focus?
- working effectively with district staff and cooperating agencies?
- effectively implementing district programs?
- making sure your board's policies and activities are consistent with state law?
- following correct budget and audit procedures?
- reporting to the public on your district programs?

### COMMISSIONER DEVELOPMENT

After a new commissioner takes office, welcome them with a letter or phone call and issue news releases announcing their new position. Formally orient new commissioners at board meetings and through personal visits. Special training workshops are held by the S.C. Department of Natural Resources-Land, Water and Conservation Division. It is also useful to periodically rotate board members to different positions and committee assignments to broaden their experience.

### ASSOCIATE COMMISSIONERS

Associate commissioners are officially appointed by the board as advisors and representatives. Associates do not vote on board decisions but augment the board's knowledge and experience and assist with conservation district programs. They also offer a way to cultivate potential new commissioners, allow former commissioners to remain active in the district, and broaden community input to the district. Every two years, districts should review their roster of associate commissioners. Be sure to orient associates just as you would commissioners, and involve them in meaningful activities and projects.

# OFFICES OF THE BOARD

District Boards of Commissioners normally elect the following officers in February and they take office immediately.

- Chair
- Vice-chair
- Secretary
- Treasurer

Some boards combine the positions of Secretary and Treasurer.  
According to SCACD Policy, offices should rotate among the board members



## THE CHAIR

calls, convenes, oversees and adjourns all meetings of the Board. The Chair assures that:

- A quorum is present to conduct business.
- Freedom of Information requirements are met (see Appendix).
- All partners who are making reports are present. At a minimum the Chair assures that the Board will receive reports from NRCS, SCDNR and its employee(s).
- Agenda is ready for each meeting and is adhered to during the meetings.
- Keeps the meeting discussions short and relevant to the business at hand.
- Oversees the establishment of committees.
- Makes sure the long-range plan and annual plan of work are written and enacted on time and carried out on an appropriate time schedule.
- Checks in with the office frequently to assure its efficient operation.
- Discusses issues that arise and keeps up good communication between the staff and the board.
- Is familiar with NRCS and SCDNR programs, as well as any other agency programs that might affect the District.

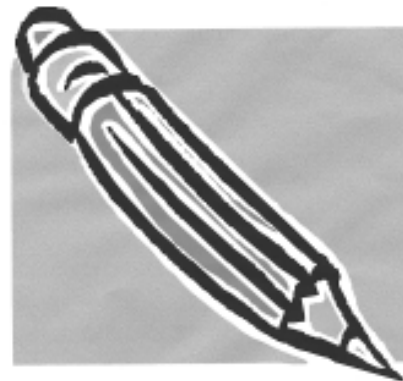
## THE VICE-CHAIR

assists the Chair, performs the duties of the Chair in the absence of the Chair, and does whatever the Board assigns the position.



## THE SECRETARY

- Develops complete records of all district proceedings.
- Records dates, place and purpose (regular monthly, committee or special meetings.)
- Records persons invited who are absent, all who are present and the organizations they represent (if applicable) and the person who presides over the meeting.
- Records all motions in full and insists action be completed on each item of business.
- Informs the Chair of any business that should come before the board.



## THE TREASURER

- Develops complete and accurate records of all income and expenditures and periodic financial reports.
- Pays bills approved by the Board and issues receipts for incoming funds.
- Maintains separate accounting of any funds received for specific purposes.
- Assures that bills authorized for payment are paid on time and recorded in the minutes.
- Arranges for surety bonds.

