



Cachuma Resource Conservation District

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CACHUMA RESOURCE CONSERVATION DISTRICT

ASSOCIATE DIRECTOR POLICY

Approved on October 18, 2016

GENERAL PROVISIONS

Governance

The Board of Directors (“Board”) for the Cachuma Resource Conservation District (CRCD) consists of nine voting members (“Director” or “Directors”) of the Board. As the governing body of the CRCD, the Board reviews and approves CRCD policy, including the Associate Director policy. The Board may choose to delegate responsibility for policy administration to the CRCD’s Executive Director, including but not limited to the development of procedures and internal controls to implement the Associate Director policy.

Purpose of the Associate Director Policy.

Division 9 of the California Public Resources Code allows resource conservation districts to appoint associate directors (“Associate”). Associates provide value to the CRCD by providing additional expertise to the Board, including but not limited to the areas of: natural resources conservation and management; agricultural and grazing management practices; environmental health; land use; engineering; physical and life sciences; public outreach and education; and local government policy and procedures. Associate positions also provide an opportunity for the Board and the Associate to ascertain the Associate’s willingness and unique value and qualifications to provide services to the CRCD as a potential future member of the Board.

Associate Policy Revisions.

The Board reviews District policies annually, usually in conjunction with the review and adoption of the proposed budget. Any Director or the Executive Director may make suggestions and recommendations for changes to the policy at any time, but all policy changes require approval by majority vote of the Board.

Statement of Non-Discrimination.

Associates will be selected on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age,

physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996).

II. TERM AND POSITIONS.

Associate Terms.

Associates shall be appointed to two year terms unless otherwise terminated as described below. Each Associate's term may be renewed by a majority vote of the Board. There shall be no term limits for Associates, but each Associate serves at the discretion of the Board and an Associate may be removed at any time without cause by a majority vote of the Board.

Maximum Number of Associates Serving.

No more than five (5) Associates shall serve at any one time.

ASSOCIATE QUALIFICATIONS, RECRUITMENT, AND APPOINTMENT

CRCD Constituency.

An Associate should be a registered voter, land owner, or employee within the CRCD boundaries for no fewer than two (2) consecutive calendar years prior to applying to serve as an Associate. If an exceptionally qualified applicant for Associate Director fails to meet the constituency requirement but is considered by the Board to meet all other qualifications, the Board may waive the constituency requirement if it finds it is in the best interests of the CRCD to do so.

Other Qualifications.

Associates must possess expertise in an area of interest to the CRCD District that is consistent with the CRCD mission, including but not limited to those areas listed under "Purpose of the Policy". Associates are expected to bring unique perspective and skills and to have sufficient time available to meet the responsibilities of the position. The position requires regular attendance at Board meetings and participation in mandatory training.

Recruitment.

The CRCD shall post a notice on its website for any Associate position which is open due to a vacancy or an expiring term. The recruitment period shall remain open for at least thirty (30) days. Qualified parties interested in a vacant position may apply at any time. Qualified parties interested in replacing an existing Associate whose term is expiring may apply only during the open recruitment period for that position.

Application.

Until the District develops a formal application form, the Associate application shall consist of a letter of interest, submitted by the applicant, stating qualifications and background in at least one of the areas of interest to the District consistent with the District's mission, two letters of recommendation by individuals familiar with the applicant's work or qualifications, and a signed waiver authorizing the District to conduct a background check. For positions filled by Associates with expiring terms, the application cutoff is ten (10) days prior to the meeting at which the renewal term is being considered. For vacant positions, the application cutoff is ten (10) days prior to a regular Board meeting; applications received after that cutoff date will be considered at the following regular Board meeting.

Selection.

The CRCD Executive Director shall be responsible for reviewing applications to each applicant's determine eligibility to serve as an Associate, performing reference checks, and making formal recommendations to the Board regarding Associate appointments. Ineligible or incomplete applications may be rejected by the Executive Director.

The Executive Director shall submit applications submitted by eligible applicants to the Board for consideration, along with a formal recommendation as to their appointment. However, if the Executive Director believes it is in the best interest of the CRCD to recommend against an appointment, he or she shall attempt to notify the applicant before submitting the recommendation to the Board, in order to allow the applicant to withdraw the application in lieu of having it posted on the formal agenda for the Board of Directors. Every effort will be made to select diverse candidates, including factors such as geographic location and experience.

Appointment of Associates.

Consideration of potential Associate appointments shall be discussed in open session. Each Associate appointment requires a majority vote of approval by the Board of Directors. The effective date for the Associate once approved by the Board shall be no earlier than the first day of the month following the meeting at which the vote is taken.

RESPONSIBILITIES

Participation in Board Meetings.

To the maximum extent feasible, Associates shall attend and participate in the discussion of open session items at Board meetings. Associates may not vote. Associates may not participate in closed session items unless their knowledge and expertise is appropriate to the discussion, and they are invited to do so by the Board of Directors, with the concurrence of CRCD legal counsel. If included in closed session, an Associate may not vote and is subject to the same rules of nondisclosure as are the Directors. An Associate shall attend all regular meetings of the Directors unless excused from such attendance by the President.

Participation in Other Meetings.

Associates are encouraged to attend and participate in Board committee meetings, and the Board has the discretion to appoint one or more Associates as voting members on committees. Associates may be designated by the Board or the Executive Director to represent the CRCDC at specific meetings or events on a case-by-case basis.

Conflict of Interest.

Associates are subject to the CRCDC's conflict of interest code and are required to complete an approved ethics course, and other required training similar to that required for the voting Board of Directors.

Conduct.

Associates' activities are to be conducted in consistency with CRCDC policy, purpose, and direction.

Authority.

Associates are not authorized to make agreements, contracts, or representations to any party, other organizations, or government agencies, on behalf of the District.

ADDITIONAL PROVISIONS APPLICABLE TO ASSOCIATES.

Insurance.

At the Board's discretion, Associates may be added to the District's policies for liability and workers compensation insurance.

Expense Reimbursement.

Associate Directors may be eligible for expense reimbursements in a manner determined by a majority vote of the Board on a case-by-case basis.