

ASSOCIATE DIRECTOR INFORMATION & CANDIDATE APPLICATION

Thank you for your interest in becoming a candidate for the position of Conservation District Associate Director! The Clinton Conservation District (CCD) is a local government body, established in 1954, and managed by a five-member elected board of directors. The CCD's mission is to provide information and technical assistance for Clinton County citizens to better understand, plan, manage, protect, and use natural resources. The CCD serves Clinton County residents through resources, education, and technical assistance. The CCD appoints associate directors to serve on the board as non-voting members on a rolling basis.

Included in this document is a list of *Associate Directors Duties & Responsibilities*, and an *Associate Director Candidate Application*.

The CCD holds monthly Board meetings on the third Tuesday of each month at 9am at the CCD office (unless otherwise noted) at 2343 N US Hwy 27, St. Johns, MI 48879. We invite you to attend a board meeting to meet the staff and directors. Meeting agendas and minutes are posted on the CCD's website at: <https://www.clintonconservation.org/>.

ASSOCIATE DIRECTOR DUTIES & RESPONSIBILITIES

An associate director assists with collectively sharing in the responsibility for ensuring the success of the CCD, by bringing their knowledge and expertise to the CCD to assist in ensuring its compliance with all legal and regulatory obligations by consulting and advising on the CCD's affairs. Associate directors attend meetings when available, and provide input to the CCD Board and its employees during regularly scheduled meetings, but are not voting members of the Board. Associate directors often participate in CCD activities, workshops, and programs, and provide input on grant applications, CCD communications, and policies that are in their expertise areas. They may serve on committees, volunteer with the CCD tree sale and native plant sale, or provide feedback on newsletter, blog, or other articles. Often, associate directors may choose to run for an elected board position.

Key tasks:

1. Actively and positively advocate for the Clinton Conservation District, its mission, and its work, within the community.
2. Encourage resource users and public entities to become aware of and use the services of the District.
3. Uphold and promote the development of an organizational culture in line with the CCDs mission, values, and objectives.
4. Constructively challenge and contribute to the development of the strategy of the CCD.
5. Act within the rules of the CCD and comply with its policies and procedures.
6. Regularly attend meetings of the board, and other relevant committees (minimum of six meetings per year).
7. Keep up to date with background information and knowledge on matters relating to conduct of a business within the CCD.

8. Undertake one relevant project as agreed upon with the executive director, depending on personal interests and needs of the CCD, each year. This may include, but is not limited to, serving on a committee, participating in a field day, conducting outreach, writing a newsletter article, fundraising, etc.

Associate directors are not expected to:

1. Vote on official business at Board meetings.
2. Become involved in day-to-day operational matters of the CCD.
3. Act or represent themselves as a fully-elected public official.

Recommended qualifications of an associate director:

- A willingness to devote the necessary time and effort to attend regularly scheduled board meetings and to develop an understanding of the issues surrounding the management of the CCD.
- Strong commitment to and empathy with the aims and objectives of Clinton County Conservation District and conservation in general.
- Knowledge and understanding (or a willingness to learn) of conservation issues.
- Ability and willingness to communicate views clearly and objectively.
- Sound independent judgement.
- Provide feedback on proposals presented to the Board.
- Understanding of the issues associated with dealing with confidential or sensitive information.

Recommended areas of expertise for an associate director:

This is not an exhaustive list and should not be considered as such.

- NRCS program participants, current or past
- Owners/managers of woodlots/wildlife habitat/wetlands, etc.
- Member of Pheasants Forever, Ducks Unlimited, QDMA/NDA, etc.
- Legal, HR, accounting, insurance or similar expertise
- FFA, 4-H, education or similar expertise
- Livestock farmers
- Agronomy/Certified Crop Advisor expertise
- Garden Club member, master gardener, or similar expertise
- Agribusiness owner or employee
- Conservationist of the Year
- Active user of natural resources, such as fishing, hunting, water recreation, hiking, etc.
- High school or college student active in FFA, 4H, or similar activities to serve as an associate student liaison

Associate Director Candidate Application

Name: _____

Address: _____

Phone/Email Address: _____

Job Title (if applicable): _____

Describe your familiarity with the Clinton Conservation District: _____

Why are you interested in becoming an associate director? _____

Describe your experience with conservation and conservation practices. _____

What other positions do you hold, or have you held previously with other related organizations? _____

What type of expertise and assets would you bring to the Clinton Conservation District?

Any other information you wish to provide? _____

Please return to: CCD Executive Director, 2343 N US Hwy 27, St. Johns, MI 48879 or at Kurt.Wolf@macd.org.