

DUTIES OF SWCD OFFICERS

The district governing body should elect its chairperson, vice-chairperson, secretary, treasurer, and appoint a fiscal agent as soon as newly elected/re-elected board members begin their terms. Frequently the latter two offices are combined. Any elected supervisor can be an officer. Districts have found it advantageous to their program for officers to be rotated annually by promoting diversity in leadership and deepening board member understanding of SWCD finances and operations.

Duties of the Chairperson

Plan the order of business or agenda with the administrative assistant, district administrator and NRCS district conservationist prior to the monthly board meeting. Ensure that the finalized agenda and supporting documents are distributed to board members and others who requested it, at least one week prior to the meeting date. Additionally, the chair should:

- Preside at all meetings or arrange for the vice chairperson to preside.
- Open and close all meetings on time and insist on regular attendance.
- Call meeting to order. To announce the order of business, distribute a printed agenda.

Recognize visitors and others present at the meetings.

- Handle the discussions in an orderly way:
 - Give every supervisor a chance to speak - one at a time.
 - Allow guests and staff an opportunity to contribute discussion where applicable.
 - Tactfully keep all speakers to rules of order and to the question at hand.
 - Allow for supervisors with opposing views equal opportunities to speak.
 - Encourage all supervisors to participate in the discussion.
 - Enter into discussion to give additional facts or information.
- State each motion before it is discussed and before it is voted upon. Put all motions that are properly moved and seconded to a vote and announce the outcome.
- Ask for motions. (For small boards, it is appropriate for the chair to make a motion and to vote on all matters.)
- Appoint committees, assign their responsibilities, and ask for their reports when due. OSWCC rules mandate the chair appoint a nominating committee annually. Doing so in January but not later than 6 months before the annual election is an effective routine to establish.
- At the close of your term of office, turn over to your successor the chair's material and explain his or her responsibilities.
- Make sure that all new supervisors and associate supervisors are properly informed and understand their duties.
- Set a good example by observing proper parliamentary procedure:
 - By calling the meeting to order properly and at the designated time.
 - By putting each question to a vote and announcing the outcome.
 - By giving decisions on any point of order.
 - By recognizing speakers and introducing visitors.

Duties of the Vice Chairperson

- Acts in place of the chair when needed and assumes other duties at the chairperson's request.
- In case of resignation or death of the chairperson the vice-chairperson serves as chair until the board is reorganized.
- Serve as chair of at least one standing committee.
- Consults with and advises chairperson on matters of program and policy.
- Act as program chair for arranging a special program for regular board meetings.

Duties of the Secretary

- Notify members of each meeting. Ensure the SWCD is following board policy regarding public and media notifications as prescribed in the Ohio Open Meetings Act.
- Provide the chair with a list of business items that should be placed on the agenda.
- Keep minutes of each meeting. (Make a complete record of all proceedings and supply the DSWC program specialist with a copy within 10 days of the meeting.)
- Keep a record of all committees, both standing and special. (Notify committee members of their appointment, if they were not present when appointment was made.)
- Sign all minutes and official records. The minutes should include:
 - Kind of meeting (regular, annual, special or emergency).
 - Name of presiding officer, date, hour, and place.
 - Attendance (supervisors, agency representatives, guests). If a large group appears, name the organization and list the spokesman. Those supervisors not in attendance should also be listed as "absent". The minutes should specify who was attending by teleconference, video conference, and who was physically present. Any vote taken in a meeting held by teleconference that is not unanimous shall be recorded as a roll call vote.
 - By law, official business cannot be transacted without a quorum - at least three supervisors.
 - Reports made at the meetings. (May be summarized, ask agency representatives and committees to make written reports when necessary.)
 - All motions, showing the person making the motion, seconds, and action taken. Best practices suggest showing the numerical score of the vote to ensure that motions pass with 3 affirmative votes as required by law.
 - All pertinent statements even though action was not taken.
- Initiate correspondence in behalf of the board as need arises.

Note: SWCD administrative staff can provide valuable assistance with many of the item listed above. Upon election to the office of Secretary, take the time to review these responsibilities with the board chair and decide which duties can be delegated to the staff.

Duties of the Fiscal Agent

Each SWCD board must appoint a fiscal agent for the district. The fiscal agent is responsible for reviewing revenues and expenditures in tandem or in place of the treasurer. Also, upon recommendation and properly approved motion sign all checks and vouchers after the board of supervisors has authorized the expenditure.

Just like the treasurer or other board member given authority to sign SWCD financial drafts or other financial instruments, the fiscal agent must understand the requirements or annual exemption process for Center for Public Investment Management (CPIM) training required of public officials in charge of public funds as required by law from the Treasurer of state. Generally, if the SWCD only manages its funds through low risk checking, savings or state sponsored investment programs, board members who are signatories on those accounts can file annually for exemption from the training requirement.

Note: The fiscal agent does not have to be the treasurer for the district, however, the district may wish to appoint a supervisor who is more available to the office between board meetings either because she/he lives closer to the office or works near the office location.