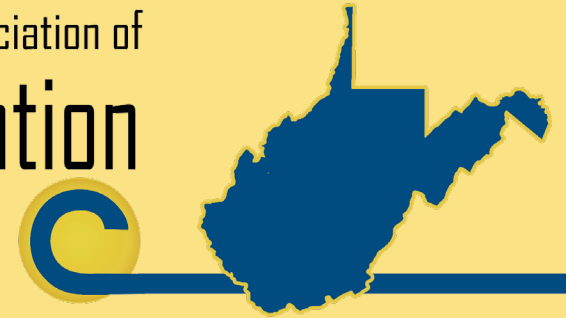


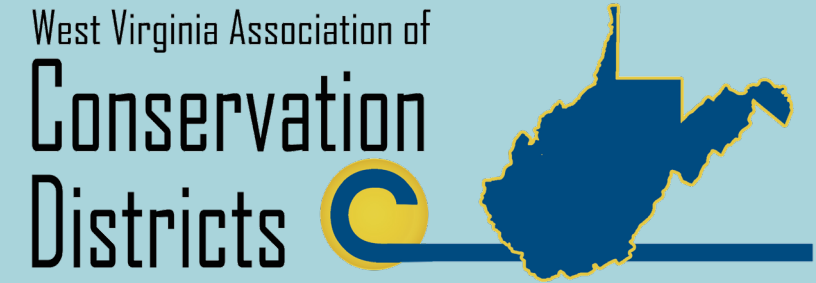
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Supervisor Handbook

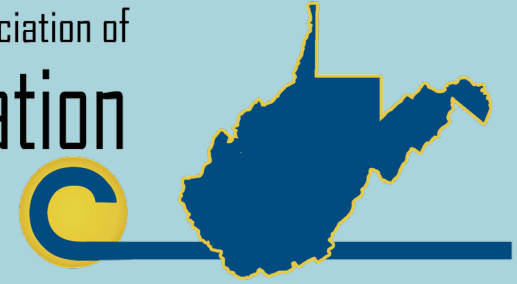
WVACD Summer Quarterly Meeting & Supervisor Training – July 2022

Purpose...



- **Guidebook**
- **Contains the Answers**
- **Resources and References**

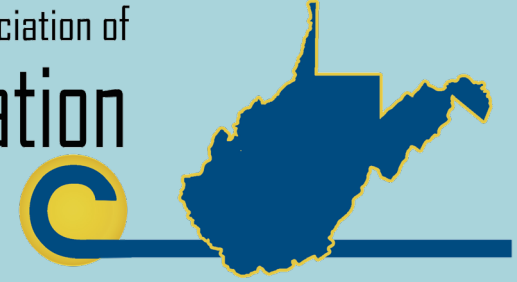
How To Use It



- **Keep it With You**
- **Tab Important Sections**
- **ACTUALLY READ IT**



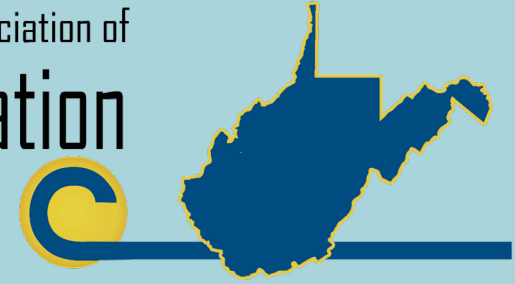
Overview



- **Mission, Philosophy, History**
- **Qualities and Roles of Districts**
- **General Explanations of Finances and Officer Positions**
- **Basic Parli Pro, Awards, and Acronyms**
- **State Code and Other Appendices**

Mission Statement

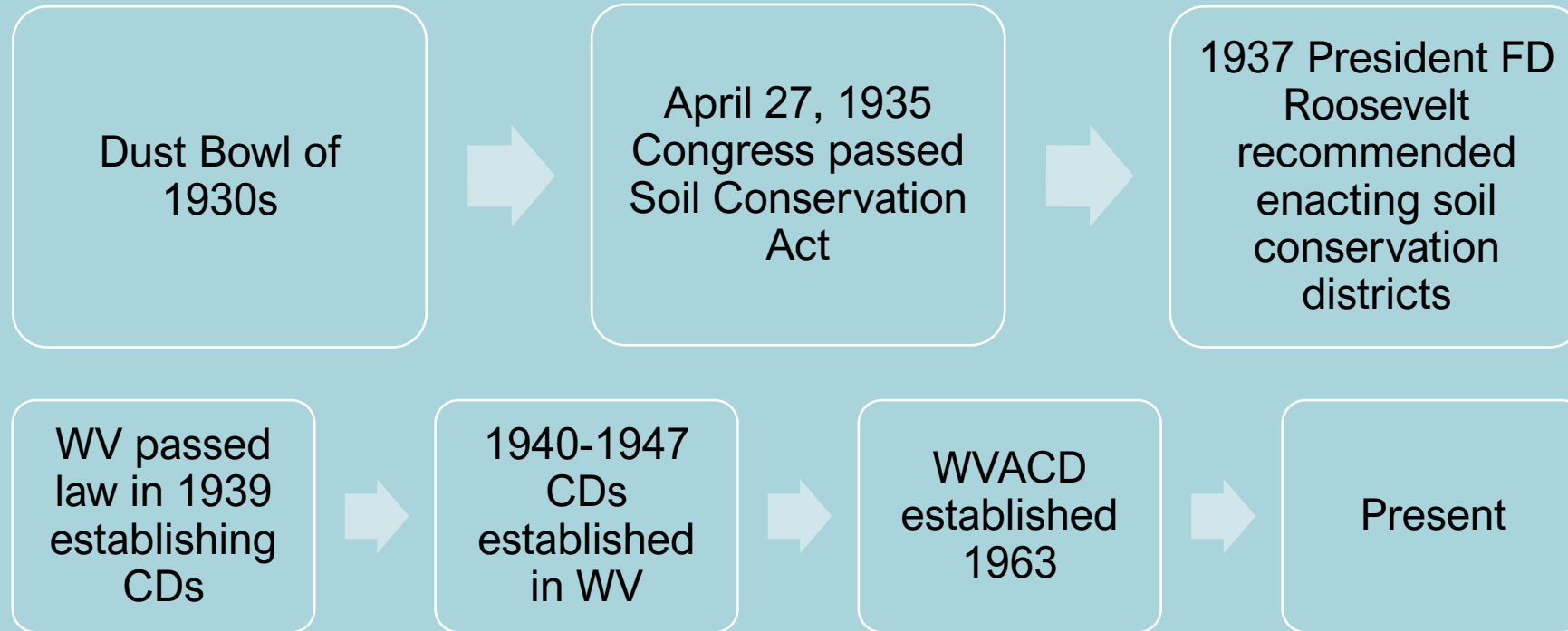
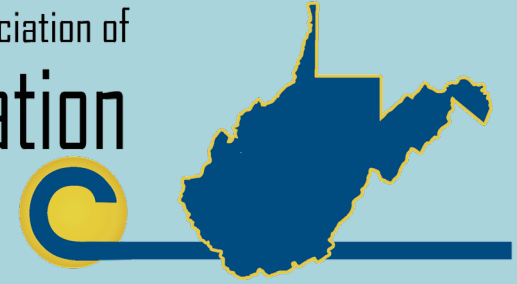
West Virginia Association of
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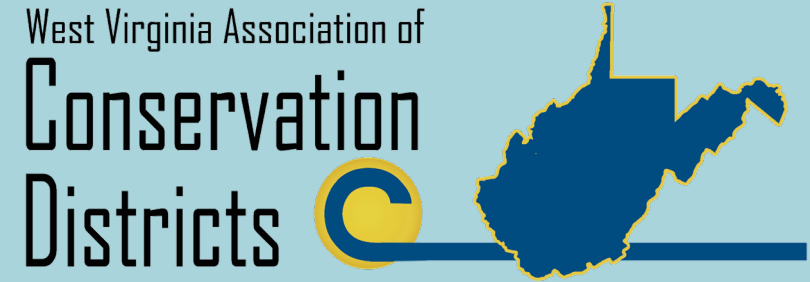
*“The mission of the Conservation Districts is to provide **local** self-government **leadership** and **initiative** in the development and conservation of soil, water, and related resources. A **balanced** planning, education and management program that protects, restores and improves those resources will be accomplished **in cooperation** with landowners, government agencies, and private organizations.”*

WV Conservation District Supervisor Handbook

Brief History

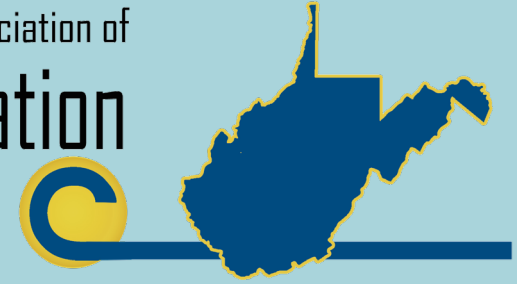


Effective Boards



- Understand Agreements
 - Leadership quality: ask the questions
- Active
 - Develop plans, identify resource needs, set priorities
 - Strategic plans, WVCA budget request, Exigency program, etc
- Understand the laws and work with all elected officials
 - SB 264, WOTUS, Right to Farm laws, etc
 - Conservation Day, legislative forums, NACD Fly Ins

Effective Boards

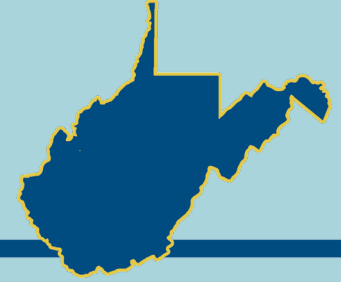


- Encourage new cooperator participation
- Recruit and SUPPORT associate supervisors
- Make sure programs reach EVERYONE
 - Offer various programs to complete community outreach
 - Make sure to include all demographics
- ACTIVELY participate in budget development
 - *NOT SAYING COPY AND PASTE*
- Work with your fellow board members
- Develop programs with long-term benefits



"We called this meeting to discuss critical issues, so let's spend our time discussing something completely unrelated."

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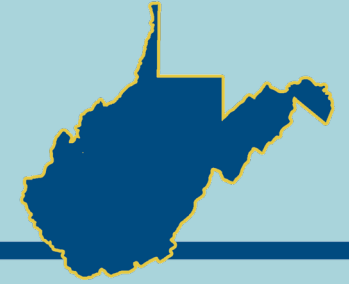


STAY ON POINT!

<https://www.spokesfornonprofits.org/secret-successful-board-meetings/>

Leadership Qualities

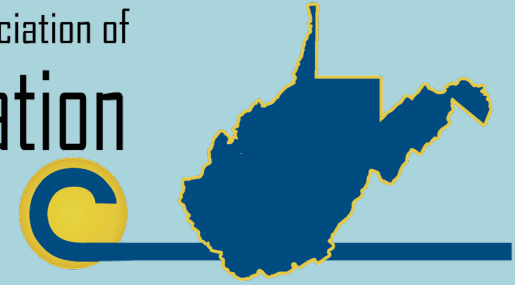
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Become the kind of leader that
people would follow voluntarily;
even if you had no title or position.

Brian Tracy

quote fancy



Leadership Qualities

- Put your personal agenda aside
- Build a sense of fellowship
- Understand the goals and objectives
- Trust
- Communication
- Teamwork
- Accept opinions
- Ask questions
- Fiscal responsibility
- Commitment

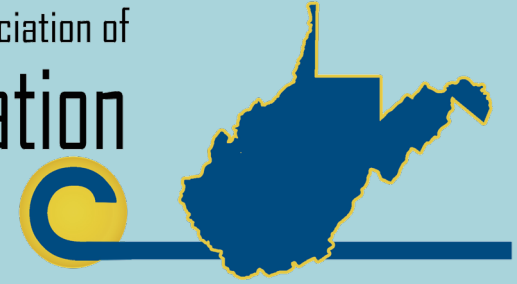
“

“No matter how good the team or how efficient the methodology, if we’re not solving the right problem, the project fails.”

—— Woody Williams



Officer Duties

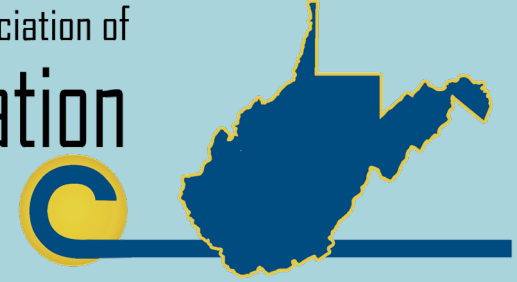


Chair

- Develop monthly agenda with AS & secretary
- Preside over all meetings of the board
- Be the 'spokesperson' of the district as necessary
- Perform other duties as assigned

Knows and understands Robert's Rules of Order

Officer Duties

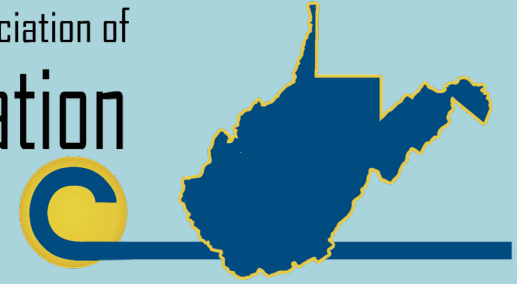


Vice-Chair

Assume duties in absence of chair

Knows and understands Robert's Rules of Order

Officer Duties



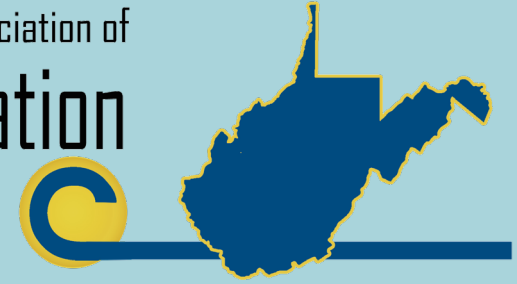
Secretary

Maintains accurate records of meetings and correspondence

Maintain lists of membership, committees, rolls ,etc

Knows and understands Robert's Rules of Order

Officer Duties



Treasurer

Understand treasurer's report and present to the board

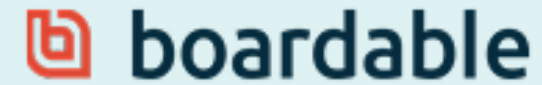
Understand and review bank statements

Aid/develop annual budget

Maintain accurate records of receipts and disbursements

Knows and understands Robert's Rules of Order

Board Leadership Roles



Chairperson

- Presides at board meetings
- Creates meeting agendas
- Appoints committees and committee chairs
- Serves as the primary contact for the board
- Sets goals and objectives for the board
- Holds members accountable for attending meetings
- Doubles as the executive director at an all-volunteer organization



Vice-Chair

- Prepares to assume the board chair
- Fulfills board chair duties when presiding officer is absent
- Assists the board chair in executing duties
- Serves on committees to learn board operations



Secretary

- Distributes an agenda and relevant documents before meetings
- Prepares official board meeting minutes
- Assures that documents are filed and accessible
- Schedules board meetings
- Holds members accountable for their tasks



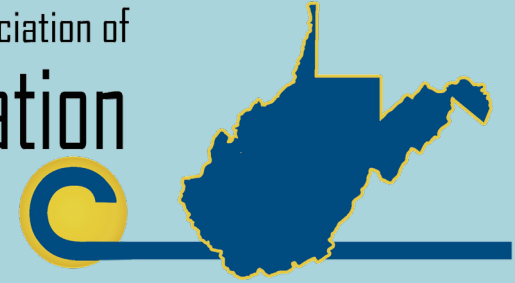
Treasurer

- Reconciles bank accounts and produces financial statements
- Ensures legal forms are filed on time
- Serves as the finance committee chair
- Assists in preparing the annual budget
- Reviews the annual audit and presents it to the board

Effective Meetings

That people actually want to show up to

West Virginia Association of
Conservation
Districts



Tips

Start ON TIME

ensure a quorum prior to the meeting – there's nothing worse than showing up to a meeting with no quorum

BE PREPARED

DO NOT Open your packet walking thru the door

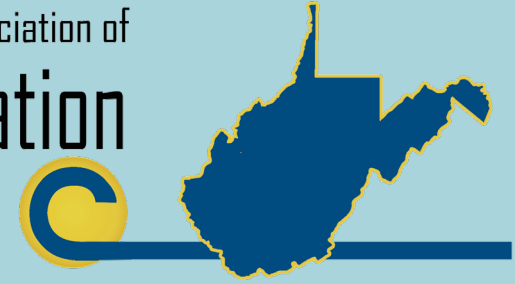
DO NOT Read the minutes for the first time when the question is called

DO NOT ... wait to review contracts or program information until the start of the meeting

Effective Meetings

That people actually want to show up to

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Districts



Tips

STAY ON POINT

DO NOT Talk about your neighbor's corn yields or their bull of choice this year

DO NOT ... Have side conversations during the meeting

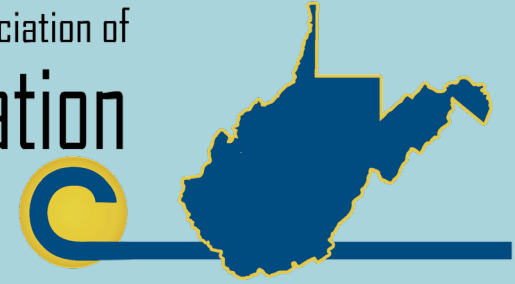
Contribute to Discussion

Contributing to discussion in the moment is much better than complaining later and potentially disrupting board relations

Effective Meetings

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Tips

Remember these are open meetings conducting official business
Take care to have proper discussions and follow all laws

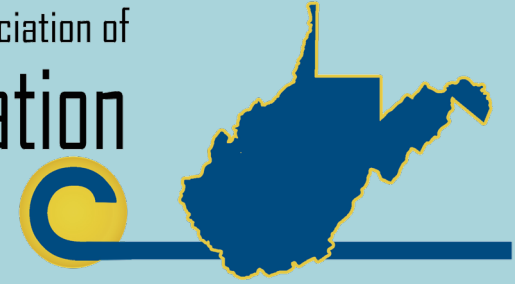
Respect each other

This includes everyone's':

- * Time
- *Diversity
- *Opinion

Parliamentary Procedure

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Robert's Rules of Order

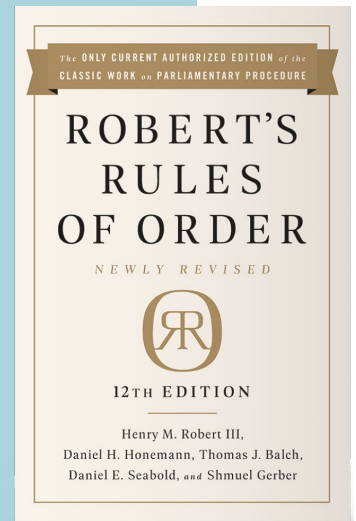
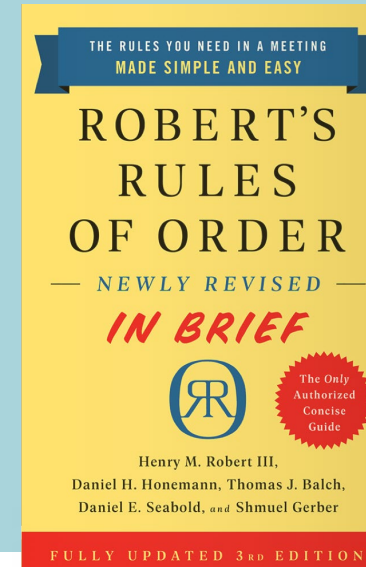
Newest 12th edition released 2020 and *In Brief* 3rd edition

All is fair in love and war and
Parliamentary procedure.

Michael Foot



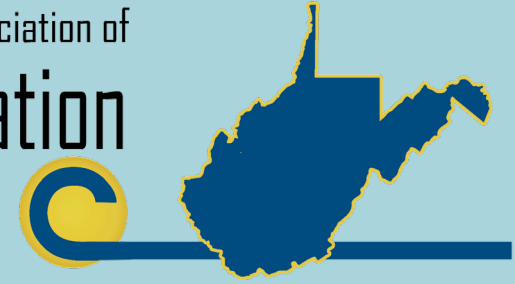
quotefancy



Effective Meetings

That people actually want to show up to

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Tips

KNOW YOUR DISTRICT POLICY

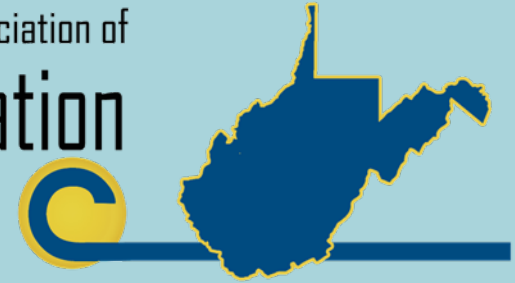
this will include information on a quorum, proceedings, responsibilities, meeting frequencies, etc.

Don't be afraid of Parli Pro

Invite your local 4-H or FFA group to give a demo at a board meeting

<https://www.youtube.com/watch?v=FfnBGolKmbM>

Questions



Reach out to your Administrative Specialist and other WVCA support staff

Reach out to fellow supervisors

Reach out to WVACD

Heather Duncan
hduncan@wvca.us
(304) 433-6280