

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
ASSOCIATE DIRECTOR POLICY

~~September 20, 2018~~

Purpose

~~The following is the accepted policy of the Calaveras County Resource Conservation District (CCRCD). It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board. Associate directors are a vital component of the CCRCD.~~

Policy and Procedure

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The position of Associate Director is completely voluntary, with no compensation, ~~however district related expenses may be reimbursed. Associate Directors may, however, be contractors with the RCD recognizing issues of Conflicts of Interest as outlined below.~~ Associate directors do not vote and cannot assume the official responsibilities of board members.

Their duties include offering technical assistance, personal opinions, and relevant advice to the board and staff.

~~I.~~ Application:

Applicants for the position of associate director should submit, in writing, a letter of request to the board of directors. Applicants must be 18 years of age or older, have a sincere interest in resource conservation, and be willing to commit the time required to fulfill their duties. The CCRCD board may also seek associate directors to perform specific tasks as needed.

~~II.~~ Appointment:

Associate directors of the CCRCD are appointed by majority vote of the board of directors. ~~An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors.~~

~~III.~~ Duties:

The CCRCD board of directors approves duties and tasks to associate directors. The CCRCD's long-range and annual work plans guide all directors and associate directors' actions and tasks. Associate directors' activities should complement and reinforce these work plans.

~~IV.~~ Succession:

In the instance of a vacancy on the board of directors, associate directors may apply for appointment as a full director if they have been in the position of associate director for no less than six (6) months, or by un-animous decision of the board, following the

procedure for district director appointment as set forth in Division 9 of the California Public Resources Code (§9352). Currently CCRCB policy is to forward the name of a candidate to the Calaveras County Board of Supervisors for selection. It is understood that the position must be presented to the residents of Calaveras County through the open selection process. It is also understood the CCRCB may, at any time, choose to select Board members through the open election process. If the CCRCB Board chooses the open election process then the Board may choose the replacement option defined by PRC Code 9352.

~~V.~~ Term of Office:

The appointment as associate director is for a period of two years. An associate director may resign at any time.

~~VI.~~ Meeting Attendance:

Associate directors are encouraged to participate in regular meetings to provide technical support and personal opinions about CCRCB programs, long-range plans, and annual plans in connection with the goals and visions of the CCRCB.

Dismissal

An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors. The associate director is automatically removed from the position after failing to attend three consecutive regularly scheduled board meetings without reasonable cause.

~~VIII.~~ Expenses:

Upon prior approval of the board of directors, an associate director may be reimbursed for specific expenses incurred in connection with CCRCB activities. Expense claims must be submitted in the manner stated in the CCRCB financial Policy.

~~VI.~~ Conflict of Interest/Open Meetings Act:

Associate directors must comply with the district's conflict of interest policy, ~~policies~~ set forth in Division 9 of the California Public Resources Code, and the California Ralph M. Brown Act.