



CHESHIRE COUNTY  
CONSERVATION DISTRICT



## Cheshire County Conservation District Supervisor Job Description

### Mission

To promote the conservation and responsible use of natural and agricultural resources for the people of Cheshire County by providing technical, financial, and educational assistance.

### Vision

Our goal is to encourage the stewardship of healthy soils, productive ecologically sound farms, diverse wildlife, productive sustainable forests, healthy watersheds, and clean water to ensure those resources are available for future generations.

### General District Supervisor Function

A district supervisor is appointed to provide leadership, direction, and support to the Conservation District Manager and staff, and to the implementation of District activities and programs. District Supervisors represent the District to elected county officials, land owners, and land users/stewards throughout the region.

### Primary Duties and Responsibilities Could Include:

- Participate in District management, policy setting, and program development
  - Prepare strategic (long range) and annual work plans
  - Establish and implement district policies regarding natural resource conservation as well as personnel and office matters
  - Establish and implement district policies regarding personnel and office matters
  - Support the District Manager with developing and/or implementing conservation programs (educational and/or technical) to meet landowner needs
  - **Participate in monthly district meetings**
  - Participate on district committees and in work groups
  - Actively participate in locally led conservation processes
- Participate in personnel management
  - Provide guidance and direction to staff and maintain fair and equitable personnel policies
  - Maintain an open working relationship between staff and board members
  - Participate in personnel management including hiring, personnel reviews, etc.
- Provide financial direction
  - Responsible for the proper expenditure and management of District funds
  - Develop, review and approve annual budget and financial statements
  - Approve monthly treasurer reports
  - Maintain a working knowledge of the budgetary process and keep local elected officials (county delegates and commissioners) informed about district programs
  - Assess funding needs and actively pursue funding to implement district programs
- Participate in public and community relations activities/programs as needed
  - Make presentations and provide testimony at public meetings about conservation issues based on district policy
  - Represent the citizens of the district with respect to conservation issues
  - Stay informed and inform others about conservation issues
  - Develop partnerships with a wide variety of agencies and organizations to build collaborative approaches to resource needs

- Be well versed in the field of conservation and interested in local conservation issues
- Participate in statewide meetings and workshops on conservation issues

### **Ethical Standards**

Conservation District Supervisors are obligated to uphold high ethical standards. They must avoid any personal conflict of interest when carrying out their conservation district duties. Even the possible appearance of a conflict of interest can be damaging to the conservation district and should be avoided.

### **Terms of Service**

Three year terms with maximum of three terms.

### **Compensation**

Board Members are appointed volunteers & receive no compensation other than reimbursement for actual expenses of mileage, registration, meals and other associated expenses when conducting the work of the district.

### **Qualifications**

- Landowner or resident within the district
- Interest and understanding of the need for soil, water, and other natural resources conservation.
- A willingness to work for the interests of the district's citizens.
- Knowledge of some or all the following: (advantageous for the board as a whole have knowledge/expertise in all the areas)
  - Knowledge of and/or experience with agriculture, forestry, and/or related fields
  - Natural resource & environmental awareness
  - Background in local, state, and national legislative processes
  - Skills in conduct of meetings and parliamentary procedure
  - Technical background in environmental sciences and engineering
  - Strategic planning processes
  - Fundraising and Development experience
  - Grant Writing
  - Business practices such as accounting, financial management, and personnel management
  - Outreach and Education experience as well as communications and marketing skills including social networking

### **Commitment Requested**

- Approximately 6-8 hours monthly (average over the course of the year), possible ways this time is committed:
  - Meeting attendance: 2.5 hours
  - Preparation for and follow-up on monthly meetings: 1-2 hours
  - Committee work or individual tasks: 2 hours
  - Attending meetings related to local conservation issues: 2 hours

### **Training Opportunities**

- Learn district procedures
  - Review the working documents of the District
- Actively participate in the following:
  - Attend Supervisor Orientation Workshop (when offered)
  - Attend District workshops and seminars related to soil and water conservation
  - Keep informed on current natural resources/conservation issues

- Meet with representatives of cooperating agencies: New Hampshire State Conservation Committee (SCC); Natural Resources Conservation Service (NRCS); University of New Hampshire Cooperative Extension; New Hampshire Department of Environmental Services, New Hampshire Fish and Game Department, etc. to further the understanding and cooperative relationships and programs.

### **Process of Becoming a Member of the Board of Supervisors**

- From time to time the Board will assess specific needs of the district and seek out new associate supervisors to fill those needs
- Residents of the district interested in serving as a supervisor may submit a resume highlighting their qualifications and interest in becoming a Supervisor
- Candidates are required to attend a Board Meeting to meet the Board and staff, learn about the district, and ask questions
- Following the board meeting, if a candidate continues to be interested in joining the Board, they will notify the District Manager, who will schedule an interview for the candidate with a full member of the Board.
- Following this interview, the full member will report to the Board with a recommendation for inviting the candidate to join the Board as an Associate Supervisor.
- When an opening occurs for one of the full supervisor positions, all eligible associate supervisors will be notified of the opening and will be asked to indicate if they are interested in filling the position.
- To become eligible, associate supervisors are required to serve as an associate supervisor for a minimum period of 6 months. This requirement may be waived by a majority vote of the remaining full board members.
- The Board shall accept nominations of eligible associate supervisors to full board member positions and, after consideration of district needs and candidate qualifications, shall vote to forward one nomination for each open position to the State Conservation Committee for approval.

**The Board of Supervisors reserves the right to make decisions on membership based on the best interest of the Conservation District. This is up to the discretion of the Board. The CCCD does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.**