

DISTRICT CLERK: ROLES & RESPONSIBILITIES

Hicken Conservation Leadership Initiative

Conservation District Authority

- CD Board Supervisors have ultimate responsibility
- Zone Coordinator or District Manager
 - ▣ Supervise the Clerk for the CD
- CD Clerk



CD Clerks

- Conservation district clerks support the work of the districts
- Clerks keep the district organized
- Support CD Board to comply with the law and Utah Code
- Assist the board with other requests as appropriate



Day-to-Day Business

- Clerks assist the CD Board by handling the day-to-day business of the district.
 - ▣ Maintaining office records
 - ▣ Maintaining financial records
 - ▣ Organizing conservation district activities as directed by the board



Conservation Activities

- Clerks may be asked to coordinate dinners, tours or workshops for the conservation district.
- Clerks may provide outreach to the community.
 - ▣ Write and distribute press releases
 - ▣ Participate in county fairs
 - ▣ Write a newsletter
 - ▣ Coordinate a tree sale
- Clerks may assist with conservation education.
 - ▣ Farm Field Days
 - ▣ Water Fairs
 - ▣ Classroom visits
 - ▣ Poster contests



Office Records

- Help CD Board comply with Open Meetings Act
 - ▣ General notice – provide annually to local newspaper
 - ▣ Public notice
 - Post in a public place at least 24 hours in advance
 - Notify local newspaper & e-mail a copy of the agenda
- Agendas
 - ▣ CD meeting agendas are public record.
 - They must be specific.
 - Accuracy is important!
 - Only agenda items can legally be discussed.
 - To allow for impromptu discussion, create agenda items for:
 - “Update on Board Member Assignments”
 - “District Staff Updates” and/or
 - “Board Member Updates & Discussion”
 - ▣ Clerk should send draft agenda to CD Chair for approval prior to distribution.



Office Records – cont'd

□ Meeting Minutes

- CD meeting minutes are public record.
- Written minutes and an audio recording are required for districts with annual budgets over \$50,000.
- Minutes are a record of what is done, not what is said.
- Should include:
 - Date, place & time of meeting
 - Names of board members present and absent.
 - Note time of arrival for all Board members present.
 - All motions, whether adopted or rejected.
 - The names of persons making the motions.
 - Points of order and appeals, whether sustained or lost.
 - A motion which was withdrawn should not be recorded.



Financial Records

- Maintain financial records for the district
- Prepare district checks after determining the following:
 - ▣ The claim was properly authorized.
 - ▣ The claim does not over expend the budget.
 - ▣ The claim was approved in advance.
- Present prepared checks to the Treasurer or board at CD meetings or as requested.
- Work with the CD Treasurer to present a financial report to the board at least quarterly.



Treasurer Responsibilities

- Custodian of district funds
 - ▣ Receive and deposit funds.
 - ▣ Keep an accurate account of all monies received & issue receipts.
 - ▣ Sign district checks.
 - ▣ *“In special districts with an expenditure budget of less than \$50,000 per year, **a member of the governing board shall also sign all checks.**” (UCA 17A-1-439(2)(b))*
 - ▣ Determine that sufficient funds are available to honor the check.



Clerk Ethics

□ Ethical concerns:

- ▣ Maintain integrity – ensure there are no special favors for self or friends
- ▣ Acceptance or solicitation of gifts, compensation or loans from outside sources is prohibited.
- ▣ Honor confidentiality
- ▣ Disclose conflict of interest
 - Disclose actual or potential conflict of interest between public duty and personal interest.
 - Always try to be fair and impartial.



Resources for Clerks

- Utah Conservation Commission (UCC) website – <http://ag.utah.gov/conservation/UtahConservationCommission.html>
- UACD website – www.uacd.org
- NACD website – www.nacdnet.net
- Utah Public Meeting Notice website - <http://www.utah.gov/pmn/index.html>
- USU Extension – <http://extension.usu.edu/>
- Agriculture in the Classroom (AITC) – www.agclassroom.org/ut

