

_____ Soil and Water Conservation District
Completed by _____

Section 1		Board Operations	
<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Director roles & responsibilities	1) Does the board have a process to orient new directors?	☐	☐
	2) Does each director have a written job description?	☐	☐
	3) Does the district provide annual training on director duties and board responsibilities?	☐	☐
	4) Does each director have a copy of the following: a) <i>The Oregon Soil and Water Conservation District Guidebook?</i> b) <i>Oregon Soil and Water Conservation District Laws (2006 version)?</i> c) <i>Oregon Government Standards and Practices Laws: A Guide for Public Officials?</i>	☐	☐
		☐	☐
		☐	☐
	5) Does the district designate a director(s) to attend Soil Water Conservation Commission, Oregon Association of Conservation Districts, Watershed Councils and other relevant meetings?	☐	☐
<i>Comments/assistance requested</i>			
Board officers	1. Are board officers elected annually?	☐	☐
	2. Does each officer have an approved job description describing duties and authorities?	☐	☐
	3. Does the board review and update officer job descriptions annually?	☐	☐
	<i>Comments/assistance requested</i>		
Functioning as a board	1. Has the district adopted a written description of board duties and responsibilities that includes: Policy development? Director training? Ethics? Speaking on behalf of the district? Other? (Please list)	☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
	2. Does the board have a process for delegating work or responsibilities to: Employees? Board officers? Individual directors or committees? Associate directors and other volunteers?	☐	☐
		☐	☐
		☐	☐
		☐	☐
	3. Does the board use committees to carry out work outside of board meetings?	☐	☐
4. Has the board adopted rules of conduct or other procedures for running effective meetings?	☐	☐	
5. Are directors familiar with the rules and do they follow them consistently?	☐	☐	
<i>Comments/assistance requested</i>			
Oaths of office	1. Does the district have a file copy with signature: For each elected director?	☐	☐

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Element	Discussion question	Yes	No
	For each appointed director?	☐	☐
	2. Were signed originals submitted to ODA?	☐	☐
	<i>Comments/assistance requested</i>		
Recruiting candidates & filling vacancies	1. Are director vacancies filled in a timely manner by board appointment from candidates meeting the eligibility requirements for the respective position?	☐	☐
	2. Does the district have a process to recruit and select directors and associate directors?	☐	☐
	3. Does the district attempt to recruit for diversity?	☐	☐
	4. Is ODA informed of changes in directors, officers or other district personnel?	☐	☐
	5. What is the district's process for swearing in new directors?		
	<i>Comments/assistance requested</i>		