

## SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

### Associate Director Policy

Adopted October 14, 2020

The purpose of this policy is to guide the process of the Sloughhouse Resource Conservation District (SRCD or the District) in accepting applications, appointing, and retaining Associate Directors. Associate Directors are a vital component of the SRCD. The position is voluntary, with no compensation, however District related expenses may be reimbursed in accordance with the approved policy.

Associate Directors may not vote and cannot assume the official responsibilities of Director. Their duties include offering technical assistance and relevant advice to the board and staff.

1. **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.
2. **Appointment and Removal:** Associate Directors of the District are appointed by a majority vote of the Board of Directors. An Associate Director may be removed from the position by a majority vote of the Board of Directors for due cause. For this purpose, due cause means acting in a manner which is against the best interests of the District and which substantially harms the District.
3. **Duties:** The SRCD Board of Directors approves duties and tasks specific to each Associate Director. The District's long-range plan and work plans guide all Directors and Associate Directors' actions and tasks. Associate Directors' activities should complement and reinforce existing plans.
4. **Succession:** In the instance of a vacancy on the Board of Directors, Associate Directors may apply for appointment as a full Director. Directors must comply with the requirements of Pub. Resources Code § 9352.
5. **Term of Office:** The appointment as Associate Director is for a period of two years. An Associate Director may resign at any time.
6. **Meeting Attendance:** Associate Directors are encouraged to participate in regular meetings to provide technical support and personal opinions about SRCD programs, long-range plans, and annual plans in connection with the goals and visions of the SRCD.
7. **Expenses:** Associate Directors may be eligible for reasonable reimbursement for actual costs incurred as outlined in the reimbursement policy.
8. **Conflict of Interest:** Associate Directors must comply with the District's Conflict of Interest Policy.

Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on October 14, 2020 by the following vote:

Ayes: Washburn, Silva, Garms, Schneider

Noes:

Abstain:

Absent: Lopes

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on October 14, 2020 that the Associate Director Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.



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SRCD Secretary, Austin Miller

10-14-20

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Date