



Kansas Conservation Districts

“Supervisor Responsibilities”

Module III

WHAT YOU WILL LEARN IN THIS MODULE

What is a supervisor?

Supervisor qualifications

Term of office

Organization of the district board

Duties of the Chairperson

Duties of the Vice Chairperson

Duties of the Treasurer

Organization of the conservation district board

Responsibilities of a conservation district supervisor

WHAT IS A SUPERVISOR?

- Five board members known as district supervisors make up the governing body of a conservation district.
- Supervisors serve as representatives of landowners and the general public in their community, providing direction toward natural resource conservation programs available through the conservation district.
- Supervisors work in accordance with Kansas Law, K.S.A. 54-106 to determine local priorities most effective in controlling erosion or improving water quality based upon critical needs identified within the county.

SUPERVISOR QUALIFICATIONS

- Any qualified elector residing in the district is eligible to serve as a district supervisor.
- A qualified elector is:
 1. Any U.S. citizen
 2. 18 years of age or older
 3. Resides in the district
- Supervisor qualifications are stated in the Conservation District Law, K.S.A. 2-1907.

- Elected supervisors serve a 3-year term.
- A district supervisor shall hold office until a qualified successor is elected or appointed.
- An incumbent supervisor must be declared as a candidate and be nominated to run for election.
- Expiration of district supervisor terms are staggered so one or two supervisors are elected each year.

TERM OF OFFICE

ORGANIZATION OF THE DISTRICT BOARD

- The district board of supervisors should re-organize and elect officers at the first board meeting after the annual meeting election.

DUTIES OF THE CHAIRPERSON

Preside at all meetings or arrange for the vice-person to preside.

Set a good example by observing proper parliamentary procedure. *Remember, all official actions require a motion and a vote.*

Plan order of business or agenda with input from district board members, district employees and technical staff well in advance of the meeting.

Call special meetings when necessary.

DUTIES OF THE CHAIRPERSON

(CONTINUED)

Through consultation with other board members establish meeting dates.

Conduct meeting in accordance with “open meeting” requirements of the Freedom of Information Act.

Extend invitations to all individuals and the media who should attend meetings and/or take part in discussions.

Call meeting to order on time. Announce the order of business.

DUTIES OF THE CHAIRPERSON

(CONTINUED)

Encourage regular attendance.
Follow-up on absentees.

Ensure that the board does not
“rubber stamp” the actions and
recommendations of cooperating
agencies.

Make sure there is a quorum of at least three
supervisors (see open meeting requirements of
the Freedom of Information Act).

Suggest motions
but do not make
them.

DUTIES OF THE CHAIRPERSON

(CONTINUED)

Put all motions to a vote and announce the outcome.

Handle discussions in an orderly manner.

Tactfully keep all speakers to rules of order and the subject at hand.

Give everyone a chance to speak — one at a time.

DUTIES OF THE CHAIRPERSON

(CONTINUED)

Encourage and plan for annual involvement in leadership skills training.

Enter into the discussion to give additional facts or information.

Avoid expressing your own opinion too soon and talk no more than necessary while presiding.

Encourage all supervisors to participate.

DUTIES OF THE CHAIRPERSON

(CONTINUED)

Ensure ample opportunity for non-board members to participate in the discussions.

Appoint committees, assign their responsibilities and ask for reports when due.

Review objectives and progress toward achieving goals and objectives of Conservation Action Plan and Annual Plan of Work at regular board meetings.

Ensure that all supervisors are properly informed of their duties.

- Officiate in the absence of the chairperson; assume other duties at the chairperson's request.
- Be familiar with the duties of the chairperson.
- Consult with and advise chairperson on matters of program and policy.
- Serve as a chairperson for special programs.
- Succeed the chairperson in the event of resignation or other conditions precluding continued service by the chairperson.

DUTIES OF THE VICE CHAIRPERSON

DUTIES OF THE TREASURER

- In consultation with the supervisory board, prepare and maintain district budget for the yearly operation.
- Maintain complete and accurate records of receipts and expenditures.
- Insure preparation of a monthly financial report for the board. The district employees can often provide assistance with the items to be included in the report.

DUTIES OF THE TREASURER (CONTINUED)

- Pay only the bills approved by official action of the supervisory board and issue receipts for incoming funds.
- Maintain separate accounting of funds as needed.
- See Chapter 5 of the Conservation District Handbook for more information and guidance.

- The **Chairperson** is elected by the other board members to lead and accept responsibilities on behalf of the district board of supervisors.

ORGANIZATION OF THE CONSERVATION DISTRICT BOARD

- The **Vice-Chairperson** assumes all duties and responsibilities in the absence of the chairperson in conducting the meeting. They also arrange special programs for the regular board meetings and serve as chairperson of at least one standing committee.

ORGANIZATION OF THE CONSERVATION DISTRICT BOARD

- The **Treasurer** oversees the conservation district finances and usually serves as chair of the finance committee. They keep complete financial records; approve claim vouchers; present treasurer reports; and oversee development of the conservation district budget.

ORGANIZATION OF THE CONSERVATION DISTRICT BOARD (CONTINUED)

- **Associate Supervisors or Advisors** are officially appointed by the board as advisors and representatives. Associates or advisors cannot vote on board decisions but provide knowledge and experience to help with the decision-making process. (*This is an optional board position.*)

ORGANIZATION OF THE CONSERVATION DISTRICT BOARD (CONTINUED)

RESPONSIBILITIES OF A CONSERVATION DISTRICT SUPERVISOR

- Attend regular and special board meetings.
- Operate the conservation district as a political subdivision of state government.
- Keep in close contact with the DOC on all administrative matters.
- Cooperate with other districts, agencies, and community groups to promote conservation of our natural resources.

RESPONSIBILITIES OF A CONSERVATION DISTRICT SUPERVISOR (CONTINUED)

- Plan each year's district activities with an annual plan of work.
- Review and approve conservation plans developed by the NRCS personnel.
- Manage all funds, facilities, and equipment belonging to the district.
- Attend the SCC/DOC Spring Workshops, KACD Fall Meetings, the KACD Annual Convention and other related meetings.

RESPONSIBILITIES OF A CONSERVATION DISTRICT SUPERVISOR (CONTINUED)

- Review local requests for state-cost share assistance on projects and recommend approvals to the DOC.
- Employ administrative and technical help and determine qualifications, duties, and compensation.
- Develop programs to furnish to landowners and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.

RESPONSIBILITIES OF A CONSERVATION DISTRICT SUPERVISOR (CONTINUED)

- Determine priority of work to be accomplished through the district.
- Cooperate with other districts in multi-district resource activities such as watershed, comprehensive planning, and resource conservation and development projects.
- Delegate appropriate responsibilities to district employees.

RESPONSIBILITIES OF A CONSERVATION DISTRICT SUPERVISOR (CONTINUED)

- Secure operating moneys for the district through the county commissioners, the State of Kansas, and through local donations and other revenue sources.
- Establish business procedures required for adequate plans, records, accounting, and sound financial management.
- Additional responsibilities may be found in the Supervisor's Handbook.

REVIEW QUESTION

1. A qualified elector is any U.S. citizen 18 years of age or older, resides in the district and is a landowner.

True or False?

REVIEW ANSWER

1. A qualified elector is any U.S. citizen 18 years of age or older, resides in the district and is a landowner.

False (electors are not required to be landowners)

REVIEW QUESTION

2. Expiration of district supervisor terms are staggered so one or two supervisors are elected each year.

True or False?

REVIEW ANSWER

2. Expiration of district supervisor terms are staggered so one or two supervisors are elected each year.

True

REVIEW QUESTION

3. The Chairperson sets meeting agendas?

True or False?

REVIEW ANSWER

3. The Chairperson sets meeting agendas?

True

REVIEW QUESTION

4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the DOC.

True or False?

REVIEW ANSWER

4. Elected board members review requests for state-cost share assistance on projects and recommend approvals to the DOC.

True

SUMMARY

As a public official, a district supervisor is responsible to the people of their district and state.

Urban and rural residents, agricultural producers, and any qualified elector residing in the district are eligible to serve as a district supervisor.

Supervisors develop programs to furnish to district cooperators and others the technical, financial, and material assistance needed for the purpose of carrying out a conservation program.

RESOURCES AVAILABLE & WHERE TO FIND THEM

Conservation District Handbook

Location:
Conservation
district office &
CSIMS.

Conservation District Law

Location:
Chapter 6 of
the “Kansas
Conservation
District
Handbook”

“Proud to Serve” Recruitment Reference Book

Location:
Conservation
district office