Lewis and Clark Conservation District

790 Colleen Street, Helena MT 59601 406.389.3895 https://lewisandclarkcd.org

Supervisor/Association Candidate Profile

Name: _____**Home Phone:** _____

Your Occupation: _____**Work/Cell Phone:** _____

Address: _____**Position Interest** **Supervisor** **Associate**

Background

Do you have a skill or are you passionate about something that you could contribute to the Board? **(Please check any that apply)**

Accounting/Finance	Education	Communications/Outreach
Business Management	Engineering	Rangelands
Collaborative/Engagement	Fish/Wildlife/Habitat	Soil Health
Advocacy	Forestry	Stream/Watershed Health
Marketing	Water/Natural Resources	
Agriculture	Urban Conservation	

Other (please explain):

On what Boards are you currently serving or have you served in the past:

Can you regularly attend monthly Board meetings? (Sept-May, 1-3:30 pm, Helena; June-August are early morning meetings in Augusta, Dearborn area and Lincoln) **Y** **N**

Approximated how many hours per month, in addition to Board meetings, can you serve the Conservation District? _____

Explain any commitments or other responsibilities that might conflict with your ability to serve on a regular basis:

Please use this space to describe your views and interests and why you would like to become a Lewis & Clark Conservation District supervisor or associate supervisor.

Signature: _____Date: _____

Updated 3/5/2025

Conservation District Supervisor Roles & Responsibilities

According to the **Montana Code Annotated-76-15-102.** ***"Declaration of policy.*** *It is hereby declared to be the policy of the legislature to provide for the conservation of soil and soil resources of this state, for the control and prevention of soil erosion, for the prevention of floodwater and sediment damages, and for furthering the conservation, development, utilization, and disposal of water and thereby to preserve natural resources, control floods, prevent impairment of dams and reservoirs, preserve wildlife, protect the tax base, protect public lands, and protect and promote the health, safety, and general welfare of the people of this state.*"

Conservation Districts are political subdivisions of state government, with the statutory powers and responsibilities to carry out a program of voluntary natural resource conservation and encourage wise natural resource management. As locally elected (or appointed) public officials, District Supervisors are responsible for the operation and management of the Conservation District. District Supervisors develop policy implemented by their district employees.

An effective Board of Supervisors uses all the resources available to carry out programs. Such resources include district employees, government agencies, private groups, individuals, industry, and more.

In Lewis & Clark Conservation District, an elected or appointed supervisor must reside in the area that they are elected to. There are no residency requirements for Associate Supervisors.

Conservation District (CD) Supervisors' Individual Responsibilities

As an individual supervisor you have specific personal duties that include the following:

- Attend meetings
- Make time, engage, and come prepared
- Be informed of local natural resource and other issues that impact conservation districts and landowners and represent landowners in your area regarding those issues
- Be open-minded and respectful
- Understand that your board authority is only in quorum
- Keep certain things confidential
- Disclose any conflicts of interest
- Be a positive ambassador for conservation in the community
- Volunteer and support staff appropriately

Conservation District Board Responsibilities

The prime purpose of a board of supervisors is to ensure that the Conservation District operates legally, effectively, and efficiently. The following outlines the board's roles and responsibilities in order to provide leadership and create structures and systems for consistency and accountability. The work of the board is divided up amongst supervisors and associate supervisors, lightening the load for all.

To operate legally, effectively, and efficiently your CD board must make sure that:

- Legal obligations are met
- A realistic and compelling strategic plan is in place to guide operations and programming
- An annual operational work plan is developed and monitored regularly
- A realistic budget is approved

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- Systems are in place for ongoing financial oversight and checks and balances
- Personnel practices comply with state and federal laws
- Consistent and goal-based oversight of your Administrator
- Timely and thoughtful approval of applications and other projects designated per regulations
- Seek resources and advocate for policy to implement District Law in the conservation district

Associate Supervisors

Associate Supervisors are non-voting supervisors, appointed by the Conservation District Board of Supervisors. Associates serve as advisors to the Conservation District Board, providing their expertise in specific fields, or just general conservation or other concerns. They could serve as supervisors in waiting, as supervisors emeritus, or just remain in the position of Associate Supervisor. They can serve on committees and as representatives of the conservation district.

Other Information

Lewis & Clark Conservation District has a policy in place relating to per diem and reimbursements. Supervisors may not receive per diem for attendance at regular meetings, but may be reimbursed for meals and lodging, mileage and other reasonable expenses, such as registration costs for conferences and training, etc. Mileage, per diem and lodging are reimbursed at the current state rates.