

# ROLES AND RESPONSIBILITIES FOR CONSERVATION DISTRICT SUPERVISORS

## SUPERVISOR ROLES & RESPONSIBILITIES

Montana Conservation District (CD) supervisors are locally elected or appointed public officials responsible for managing natural resource conservation programs within their districts. As a board, their primary goal is to carry out the state's policy of preserving soil, water, and other renewable natural resources through voluntary and educational programs. Core responsibilities include:

**310 Law Administration:** Implement the Natural Streambed and Land Preservation Act to protect Montana's perennial streams and rivers.

**CD Water Reservation Administration:** Issue water right authorizations to landowners to use a portion of the district's reserved water for agricultural beneficial use.

**Operations:** Ensure the district functions legally and efficiently as a political subdivision of the state. Able to demonstrate district accountability and compliance to the Montana Legislature.

**Fiscal Management:** Oversee district budgets, cash flow, and financial reporting to maintain transparency and accountability to constituents.

**Strategic Planning:** Develop and monitor annual work plans and long-range strategic plans to address local conservation and operational needs.

**Personnel Management:** Recruit, onboard, and manage district employees and new supervisors. Develop and maintain personnel policies.

**Meetings & Governance:** Attend regular board meetings, maintain confidentiality when required, and disclose any potential conflicts of interest.

## BOARD COMPOSITION AND OFFICERS

Montana CDs are governed by boards of five or seven voting members. Boards may also be supplemented by non-voting advisors, or associate supervisors. Officers typically include a chair, a vice chair, a treasurer, and a secretary (although less common). CD officers are elected by the board of supervisors.

### CHAIR

The board chair must be elected annually by the board of supervisors in accordance with 76-15-3-313, MCA. The board chair provides leadership and is responsible for overseeing CD and board affairs and ensuring the district operates legally and effectively. The chair presides over all board meetings, sets the agenda, and ensures the group operates in an orderly manner. Serves as the primary liaison between the board and staff.



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## **VICE CHAIR**

The vice chair assumes all duties and responsibilities in the absence of the chair. In this role, the vice chair has the same authority and responsibilities as the chair. Upon the expiration of the current chair's term, the vice chair usually succeeds to the position.

## **TREASURER**

Responsible for overseeing the district's financial health. Chairs the finance committee, which includes a minimum of two supervisors, and ensures accurate monthly financial statements are presented to the board monthly as required by 76-15-526, MCA.

## **SECRETARY**

While many districts use staff for this role, the board remains responsible for ensuring meeting minutes are recorded, approved, and submitted to the DNRC and the county clerk within 30 days.



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## CHAIR MEETING DUTIES

### Prior to the meeting:

- Assists staff in preparing agendas.
- Ensures meeting materials are distributed to board members in advance of the meeting with adequate time for review.
- Ensures meetings are publicly noticed.
- Calls special and closed meetings as needed.

### During the meeting:

- Presides over all meetings of the full board in accordance with Sturgis Parliamentary procedures. *Unlike other boards, the chair has a vote.*
- Follows Open Meeting laws, 2-3-201 through 221, MCA. All meetings must be open to the public.
- Starts the meeting on time and encourages all board members to be on time and prepared for the meeting.
- Provides opportunity for board members and visitor introductions. Estimates time needed for public comment.
- Signs, approves and manage business matters of the Board.

## SUPERVISOR DUTIES AT-A-GLANCE

### Chair

Provides leadership and keeps the board focused on the mission, vision, and goals of the CD.

### Vice Chair

Assumes duties and responsibilities in absence of the chair.

### Treasurer

Maintains complete financial records and provides a monthly treasurer's report, 76-15-526, MCA.

### Secretary

Ensures that accurate and complete records of CD business are maintained and available to the public. The CD administrator typically acts in this

**2-3-202. Meeting defined.** As used in this part, "meeting" means the convening of a quorum of the constituent membership of a public agency or association described in 2-3-203, whether corporal or by means of electronic equipment, to hear, discuss, or act upon a matter over which the agency has supervision, control, jurisdiction, or advisory power.

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