

## **LOUISA COUNTY CONSERVATION BOARD**

### **Board Member Duty Description**

Title: County Conservation Board (CCB) Member

Basic Responsibility: To work within the corporate decision-making framework of a five member board to set policy regarding the activities and affairs of the conservation department according to the guidelines set forth in Chapter 350 of the Code of Iowa.

Term: Five-year term. Selected on the basis of "demonstrated interest in conservation matters" as required by law (Code of Iowa), and other criteria indicative of a good board member. Board members must be residents of Louisa County and at least 18 years of age.

Compensation: Conservation Board members serve without pay, but may be reimbursed for expenses incurred while carrying out official county duties.

Status: Once appointed, county conservation board members become county officials and should work to address the conservation needs of the county in a positive, responsible manner. Conservation boards receive county tax money and other funds to carry out their duties. However, the Conservation Board is a separate governmental entity, with the authority to govern itself and make decisions without the interference or approval of any other governmental body, unless otherwise stated in the Code of Iowa.

County Conservation Board (CCB) Responsibilities: The CCB operates as a corporate body, meaning individual members acting independently have no legal status or authority and cannot commit or bind the CCB by their actions. The CCB must hold regular monthly meetings and annually formulate a budget proposal to the Board of Supervisors. The CCB may transact business with a minimum quorum of three members at an official meeting. Iowa law authorizes CCBs to:

1. Adopt by-laws. Establish rules and regulations.
2. Enter into contracts.
3. Fix time and place of regular and special meetings.
4. Employ a Director to carry out Board policies and programs (Director may hire other staff, with Board approval).
5. Acquire land by gift, purchase, lease, agreement, exchange otherwise in fee or with conditions for public museums, parks, preserves, playgrounds, forests, and other purposes.
6. Study the need for conservation areas and facilities and adopt a coordinated plan to meet such needs.
7. Plan, develop, preserve, administer, and maintain all areas and facilities under its jurisdiction.
8. Accept, in the name of the county, gifts, bequests, and contributions.
9. Charge and collect fees for use of facilities and equipment.
10. Furnish employees uniforms and other items necessary to complete duties.

Individual CCB Member Responsibilities: Characteristics, abilities, and skills of a good board member include:

1. Ability to listen and weigh facts before making decisions.
2. Ability to work within the majority rule structure of the board decision-making process.
3. Knowledge of CCB authority and laws pertaining to CCB activities.
4. Willingness to express opinion and give input during official meetings.
5. Willingness to be active and participate on behalf of the CCB at other meetings.
6. Communicates clearly.
7. Ability to serve the citizens of Louisa County, without undue special interest bias.
8. Uses proper channels of communication with the Director concerning CCB business.
9. Has time and energy to devote to promotion and development of conservation programs in official meetings and other situations.
10. Courage to withstand pressures from political, special interest, and individual interventions.

In carrying out the duties of a CCB member, individuals should:

1. Attend official board meetings.
2. Be actively involved in meetings affecting the CCB's programs, including budget hearings, meetings with legislators, supervisors, etc.
3. Be prepared for meetings by studying information and reports concerning items to be considered for action.
4. Actively support the CCB system by attending the annual state conference and other conferences.
5. Promote growth, development and professionalism of CCB staff and board members.
6. Stand behind Director and his staff publicly. If concerned about individual decisions or actions, privately express those to the Chairperson and/or Director.
7. Differentiate between problems requiring CCB action and those which should be solved by the Director and his/her staff.
8. Promote support for the CCB program by county residents.
9. Be actively involved in the budget process - giving input in the formulation of a budget proposal that is fiscally responsible, cost effective, yet maintains the quality of the LCCB program.
10. Oversee monthly budget expenditures.
11. Consider recommendations and suggestions for program development presented by the Director.
12. Work with other board members and the Director to formulate short and long range goals and objectives.