

Indiana Soil & Water Conservation Districts

Supervisor & Staff Roles & Responsibilities



Outline

- ✿ The history of SWCDs
- ✿ The roles & responsibilities as SWCD supervisors and staff
- ✿ Community involvement



Miami County SWCD



IASWCD

SWCD History

- ✿ Public Law 46: The Soil Conservation Act in 1935
- ✿ Establishment of Soil Conservation Service
- ✿ President FDR- Soil Conservation Districts Law

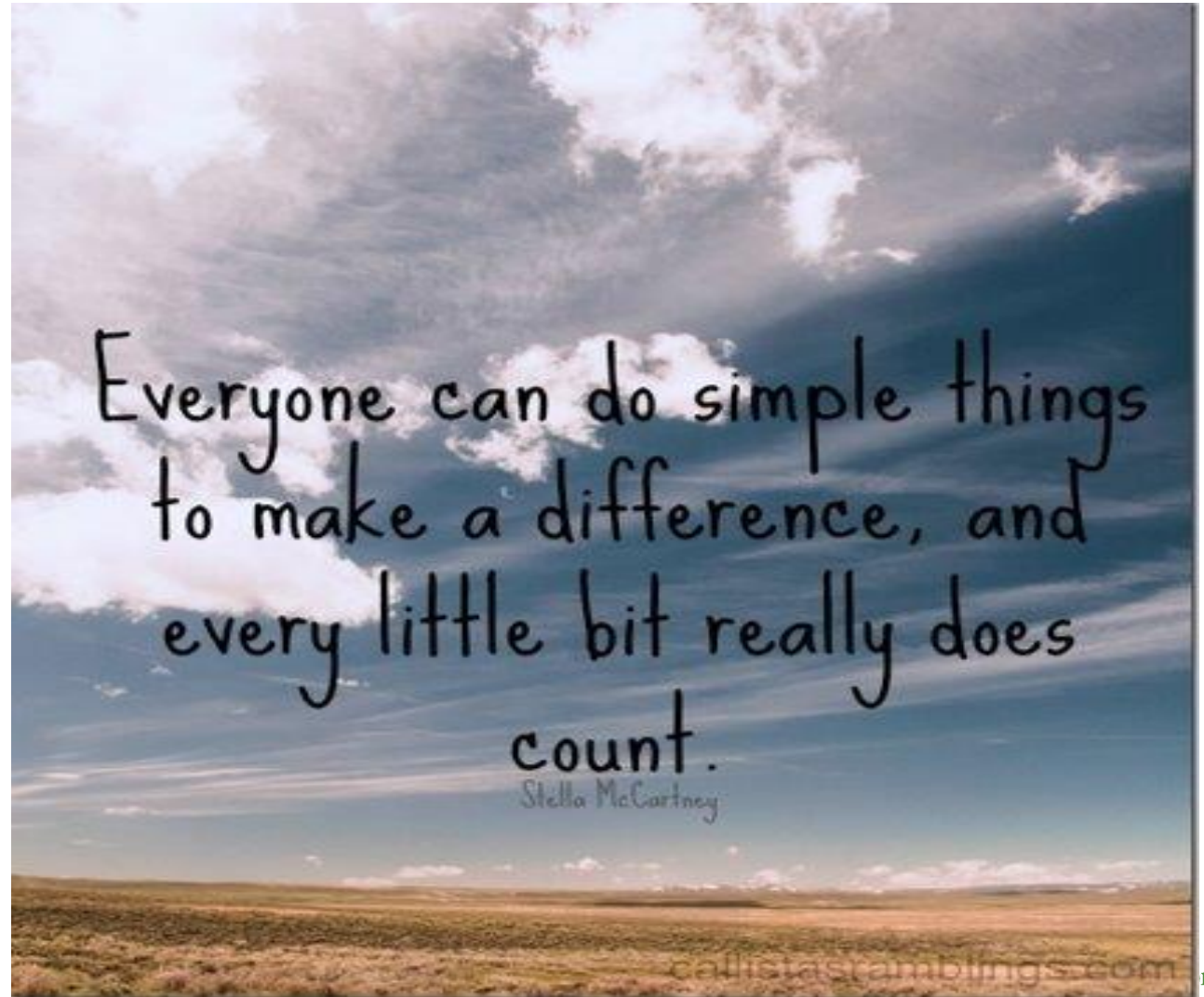


PBS (Arthur Rothstein; The Library of Congress)



You Are Part Of Something Big!

- ✿ There are 460 SWCD Supervisors, and over 200 District staff in IN!
- ✿ The nation has almost 3,000 conservation districts at work in nearly every county!
- ✿ You CAN make a difference!



Test Your Knowledge...



Pop Quiz

True or False?

In order to qualify as a soil and water conservation supervisor, both appointed and elected supervisors must have training and experience to fulfill the position.

☞ True

Discussion point:

☞ To hold the position of elected or appointed supervisor, an individual must be qualified by training and experience to perform the duties that this article imposes on supervisors. 14-32-4-1



Pop Quiz

True or False?

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

👉 True

Discussion Point:

👉 An individual of voting age or a representative of a firm, limited liability company, or corporation that owns or rents land/property located within the district/county may vote. (Eligible individuals also include the owner and tenant of the same land/property as well as any owner's or tenant's spouse.)



Pop Quiz

True or False?

Elected supervisors serve (3) year terms, while Appointed Supervisors serve (4) year terms.

✎ False

Discussion Point:

✎ The term length of appointed and elected supervisors is 3 years.

If a position becomes vacant, an individual's length of service will vary. IC 14-32-4



INDIANA
STATE DEPARTMENT OF
AGRICULTURE


INDIANA ASSOCIATION OF
soil and water conservation
DISTRICTS

Roles & Responsibilities

✦ Indiana Code 14-32-4 Supervisors

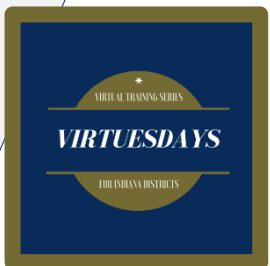
- ✦ May employ and supervise personnel
- ✦ May delegate the powers and duties to the chairman, other supervisors and/or any number of agents or employees.
- ✦ Provide for the execution of surety bonds for all district employees and officers who are entrusted with money or property.



Warrick County SWCD



Kosciusko County SWCD



Roles & Responsibilities

- ✿ Provide for the keeping of a full and accurate record of all district proceedings and of all district resolutions and orders issued or adopted.
- ✿ Provide for an annual audit of the accounts of receipts and disbursements of the district.
- ✿ Provide a copy of each annual financial statement of the district to the board not later than March 31



Roles & Responsibilities

Supervisors

- ✿ Public officials, not volunteers
- ✿ Leaders accountable to State and Federal law
- ✿ Responsible for the District
- ✿ Resources available as you need them



Roles & Responsibilities

Indiana Code 14-32-5 Powers & duties of districts

- ✚ Carry out soil erosion and water runoff preventive and control measures within the district
- ✚ Obtain real or personal property, or rights or interests in property
- ✚ Make and execute contracts and other instruments necessary or convenient to the exercise of the district's powers
- ✚ Develop or participate in the development of comprehensive plans for the proper management of soil and water resources within the district



Test Your Knowledge...



Pop Quiz

True or false?

The chairperson sets meeting agendas?

✎ True

Discussion Point:

✎ The Chair receives input from others and assembles the agenda



Pop Quiz

True or false?

Staff make the decision to apply for a grant or not apply for a grant?

👉 False

Discussion Point

👉 District supervisors are responsible for the operation and management of the SWCD. They develop policy which is carried out by employees and personnel available to the district.



Board Officers

- ✦ District law requires that the supervisors designate a chairman (IC 14-32-4-14)
- ✦ Designating further officers and roles of these positions can improve efficiency of the Board



Duties of the Board Chair



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- ✦ Leads all district meetings in accordance with State policy and the district's locally accepted practices
- ✦ Calls meeting to order at the appointed time and assures that a quorum is present before determining any matter (IC 14-32-4-16)
- ✦ Presides over all district meetings
- ✦ Announces the business before the board in its proper order
- ✦ Preserves order and decorum



Duties of the Board Chair *(continued)*

- ✚ When necessary, authenticates by his/her signature all acts, orders, and proceedings of the district
- ✚ Calls for a vote on all properly presented motions
- ✚ Votes when necessary to break a tie
- ✚ Receives input from other board members, staff, agency staff, and others to assemble topics for the agenda for each meeting
- ✚ Acts as, or appoints, a liaison between the board and the SWCD employees



Duties of the Board Vice Chair

- ✿ Is familiar with the duties of the chairperson
- ✿ Presides as chairperson in his/her absence



Duties of the Board Secretary

- ✎ Is familiar with the duties of the chairperson
- ✎ When a supervisor is appointed as secretary, he/she would preside as chairperson in absence of vice-chairperson and chairperson
- ✎ Supervises all written reports
- ✎ Supervises the recording of the minutes of all District meetings and is accountable for their accuracy. Assures that meeting notices and agenda postings are accomplished according to the Open Door Law.
- ✎ Supervises the preparation of the Annual Report. Attends planning meeting for annual report with the administrator/executive director and reviews the final draft before publication.



Duties of the Board Treasurer

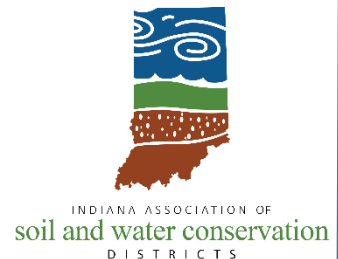
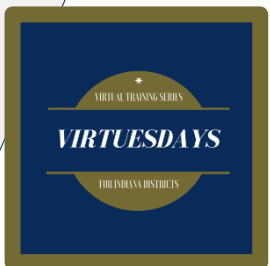
- ✦ Supervises the paying of all bills of the district
- ✦ Presents treasurer's report at board meetings
- ✦ Signs and verifies all bank statements
- ✦ Assures annual SWCD internal audit is complete
- ✦ Lead on relevant internal control policies, as applicable



Duties of the Fiscal Officer

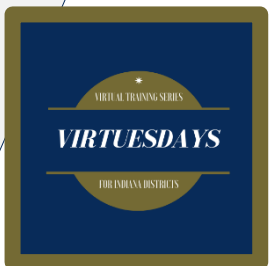
- ✦ Boards should annually designate a fiscal officer
- ✦ Enters reports into Gateway (New? Email: gateway@sboa.in.gov)
- ✦ Certifies minimum internal control standards have been adopted and that personnel have received training when submitting

Annual Financial Report



What is “Internal Control?”

- ✦ SWCDs must adopt the minimum internal control standards as defined by State Board of Accounts
- ✦ Supervisors must ensure that personnel receive training concerning the internal control standards and procedures adopted by the SWCD
 - ✦ Training and certification form: <https://www.in.gov/sboa/4448.htm>



Personnel (IC 14-32-4-18)

- ✦ Supervisors may employ, determine qualifications and duties, and supervisor personnel
 - ✦ *What is the vision of your district and are your staff equipped to fulfill that vision?*
 - ✦ *Are staff job descriptions updated?*
 - ✦ *Are regular performance evaluations being conducted?*



Personnel (IC 14-32-4-18) (continued)

- ✦ County and consolidated city employees
 - ✦ *Be familiar with county handbooks and other employee guidelines*
- ✦ SWCD and grant employees, or contractors
 - ✦ *Be familiar with IRS guidelines on determining whether individuals are employees or contractors: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>*



Administrative District Staff

- ✿ Assist in planning and holding an effective monthly board meeting
- ✿ Create cooperative agreements/contracts with partners
- ✿ Keep and update financial records for the district
- ✿ Assist board with grant processes
- ✿ Supervise any additional staff or volunteers



Technical District Staff

- ✦ Provide technical assistance to producers as outlined by board and job description
- ✦ Partner with NRCS technical staff
- ✦ Assist board with grants processes
- ✦ Pursue opportunities for cooperative agreements/contracts with partners



Katie Secret



Be The Face Of The Community

- ✿ You represent the SWCD in everything you do
- ✿ Be present at SWCD activities and other pertinent events
- ✿ People want to hear from you
- ✿ You manage resources, but you lead people



Be the Face of the Community: How?

- ✦ Seek public & partner input
- ✦ Prepare & utilize available resources
- ✦ Provide financial assistance
- ✦ Funding: federal, state, local, grants
- ✦ Conservation equipment rental
- ✦ Inform others about the SWCD



Grant County SWCD partnered with Indiana Wesleyan Univ. for river clean-up



Adams & Allen County SWCD drill rental



Questions?

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State Soil Conservation Board Chair

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i.e. "3 supervisors"
or "2 additional staff"

