

# Guadalupe-Coyote Resource Conservation District (GCRC D)

## Director Duties and Responsibilities Policy

~~Adopted by the Board of Directors on March 14, 2019~~

### I. GENERAL PROVISIONS

Governance. The Board of Directors ("Board") for the Guadalupe-Coyote Resource Conservation District ("District") consists of five members ("Director") of the Board. As the governing body of the District, the Board reviews and approves District policies. The Board may choose to delegate responsibility for policy administration to the District's Executive Director ("ED"), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. Division 9 of the California Public Resources Code sets forth qualifications and the appointment process for Directors, but the Board wishes establish a clear policy for the roles and responsibilities of individual Directors.

Policy Revisions. The Board reviews District policies annually, ~~usually in conjunction with the review and adoption of the proposed budget.~~ Any Director or the ED may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District contracts on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996). Additionally, the Board has adopted a Statement of Diversity and Inclusion to ensure diversity and environmental justice are key components of the District's strategic planning and programmatic work.

### II. DIRECTOR DUTIES AND RESPONSIBILITIES

#### Desired Attributes.

- A. Support the goals and objectives of the District.
- B. Be tolerant and respectful of those who express different viewpoints from one's own.
- C. Commit to providing diversity in Board, staff, and volunteers.
- D. Provide specialized skills that support the mission of the District and its staff.
- E. Have ~~specified~~ specific knowledge of and/or experience in natural resource issues.

### Duties.

- A. Participate in Board meetings: According to the California Department of Conservation Board of Directors Handbook, the office of Director becomes vacant upon "His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law." [Government Code 1770 (g)]. To ensure full participation and avoid automatic disqualification, Directors are expected to meet the following standards of participation:
  1. Attend at least 75% of Board meetings each calendar year.
  2. Miss no more than two (2) consecutive Board meetings ~~in a row~~.
  3. Notify the ED at least one (1) week in advance of a scheduled meeting date, or in the case of illness or family emergency, as soon as they become aware of their inability to attend a scheduled meeting.
  4. If a Director fails to meet the participation standards set forth in this section, the Board of Directors may take action to notify the President of the Board of Supervisors, and request the Director be replaced with someone who can fully participate.
- B. Participate on District committees, if appointed by the President or Board.
- C. Participate in outside meetings or events on behalf of the District, when designated to do so by the President, the Board or the ED.
- D. Review meeting packets, meet with the ED, and/or conduct independent research on agenda items in order to be prepared and informed prior to taking action.
- E. Participate in strategic planning for the District.
- F. Provide fiduciary oversight of the District by reviewing budgets, financial reports and audits.
- G. Adhere to the Brown Act, the Conflict of Interest Code, and District policies while conducting District business.
- H. Complete mandated trainings, reports and forms in a timely manner.
- I. Attend trainings and workshops relevant to the District's mission to stay up-to-date with current issues.

### **III. ADDITIONAL PROVISIONS**

Authority. Directors are not authorized to make agreements, contracts, or representations to any party, ~~other organizations~~, or government ~~agencies~~ agency on behalf of the District unless specifically authorized to do so by the Board of Directors.

Insurance. At the Board's discretion, Directors may be added to the District's policies for liability and workers compensation insurance.

Expense Reimbursement. Directors may be eligible for expense reimbursements, subject to the provisions of the ~~adopted~~ District's Finance Policy; reimbursement policies.

Policy Change Log:

<u>Date</u>	<u>Action</u>
<u>03/14/19</u>	<u>Board adopted policy.</u>
<u>11/19/2020</u>	<u>Board amended policy.</u>

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