

**SAN JUAN ISLANDS CONSERVATION DISTRICT
ASSOCIATE SUPERVISOR POLICY**

APPROVED 1/27/23

Purpose

In accordance with Chapter 89.08 RCW, the mission of the San Juan Islands Conservation District is to “Promote the stewardship of county natural resources through education, implementing natural resource conservation practices, and fostering a stewardship ethic in partnership with landowners and residents in collaboration with agencies and other organizations. To support our local community in taking action to address climate change.”

The District sees potential in the Associate Supervisor position, as it creates an excellent opportunity to add more professional experience and expertise in natural resource conservation to the district and to train potential Board Supervisors by giving individuals time to become familiar with District activities. It also allows former Supervisors to remain active in the District and broadens community input to the District.

The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and managing Associate Supervisors. Having such parameters in place allows the District to more fully capitalize on the opportunities inherent in having additional Supervisor participation in District functioning.

Powers and Duties of Associate Supervisors

Associate Supervisors serve the District in a different capacity than members of the Board of Supervisors. Associates do not have authority to vote on official actions of the Board, speak on behalf of the District, or participate as openly in board meeting discussions as elected Supervisors. However, with a unanimous vote by the board, Associate Supervisors can be delegated to place a specific vote on a specific topic, speak on behalf of the District, and be assigned to committees and other working groups. Conduct as a committee member is outlined in Section V of the SJICD Governance Policies. Associate Supervisors shall not act in a manner that is contrary to the goals of the district.

Like the Board of Supervisors, Associate Supervisors are considered municipal officers subject to certain limitations and restrictions associated with contracting with the District. Unlike Supervisors, Associate Supervisors are not exempt from cost sharing limitations. As such, Associate Supervisors are eligible to receive no more than \$1,500 per month for any District contract, including cost sharing contracts (see RCW 42.23.030). Like Supervisors, Associate Supervisors serve without compensation; however, with prior permission from the Board or District Manager, they may be reimbursed for expenses incurred while conducting District business such as conference registrations, travel and lodging.

The following is a list of some of the more common duties that may be performed by Associate Supervisors:

- Attend board meetings regularly (quarterly attendance is mandatory)
- Become familiar with the District’s enabling legislation, handbook for Supervisors, and the state and national associations

- Advise the Board on various subjects for which individual Associate Supervisors have experience or special expertise
- Gain an understanding of community members and their interest, concerns and accomplishments related to resource management and communicate this information to help direct District activities or policies
- Represent the interests of underrepresented sectors of the community
- Serve on special committees organized by the Board
- Serve as a conduit to the Board on committees, commissions, councils, work groups, and associations formed by other organizations, as directed by the Board
- Assist with outreach and education programs
- Assist with the implementation of District projects
- Assist with District administrative functions, such as the conducting of annual elections and audits
- Assist with the development and distribution of annual plans of work and reports and long-range plans
- Collect information and feedback from San Juan County residents and recipients of District services and programs

Minimum Requirements

Minimum participation requirements are as follows:

- 1) Attend board meetings at least quarterly
- 2) Participate in development or implementation of one program or service annually.

Selection Process & Term Length

The Board appoints Associate Supervisors by majority vote at a regular SJICD board meeting. The Associate Supervisor appointments are reviewed annually at the February board meeting to identify successes and ways to improve the relationship. There is no set term of office for Associate Supervisors; however, if the Board or Staff has not had contact with an Associate Supervisor for a period of three months and the Associate Supervisor has not provided prior notification of an extended absence, their position may be terminated. Associates Supervisors serve at the discretion of the Board of Supervisors. The Board may terminate the appointment of Associate Supervisors at any time.