

# BECOMING A DISTRICT DIRECTOR

## Thomas Jefferson Soil & Water Conservation District

Concerned citizens in Albemarle, Fluvanna, Louisa and Nelson Counties, and the City of Charlottesville can help conserve natural resources by serving on the Thomas Jefferson District Board of Directors.

**Mission:** "To exercise leadership in promoting natural resource protection."

**Vision:** "The TJSWCD is a recognized coalition of local citizens and technical experts which community members and public officials look to for resolutions of soil and water conservation issues. The District coordinates with other agencies and organizations to foster public policies in support of a sustainable community."

### 2) **Goals and Objectives:**

- ~ Assess resource needs
- ~ Develop strategies to address these needs
- ~ Provide quality conservation education to youth and adults
- ~ Provide landusers with technical assistance
- ~ Develop programs to address local natural resource problems
- ~ Serve as focal point for addressing natural resource issues and coordinating various programs to help solve identified concerns

### 3) **Legal Authority:**

10.1.537 of the Code of Virginia defines a soil and water conservation district as a political subdivision of the Commonwealth of Virginia.

### 4) **Major Issues at this Time:**

- ~ Water resources
- ~ Water quality issues related to agriculture
- ~ Erosion from construction sites
- ~ Stormwater runoff from developed areas
- ~ Protection of riparian areas (buffer development, riparian easements)

### 5) **Major Programs and Activities:**

- ~ Agricultural BMP incentive programs
- ~ Virginia Erosion and Sediment Control Program
- ~ Virginia Stormwater Management Program
- ~ Conservation Easement Program
- ~ Publish quarterly newsletter
- ~ Educational programs for schools, youth, adult & civic groups

6) **Funding Sources:**

- ~ Local governments
- ~ State Government (Department of Conservation & Recreation)
- ~ Grants (District fund raising activities)
- ~ Federal grants, agreements ...

7) **Expectations of Directors:**

- ~ Take advantage of training opportunities
- ~ Attend board and committee meetings
- ~ Participate in district programs and activities
- ~ Be involved
- ~ Develop policies and programs
- ~ Attend regional and state meetings related to Districts or conservation issues

8) **Benefits of Being a Director:**

- ~ Represent local resource concerns
- ~ Provide a voice for the citizens of your county
- ~ Self-satisfaction of providing your time to improve the environment
- ~ Be actively involved with assistance and educational programs to citizens
- ~ Provide leadership in community resource conservation

Additional information is available by calling the District Office at (804) 975-0224 or by contacting a current District Director.

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Thomas Jefferson Soil and Water Conservation District (TJSWCD)  
Director Job Description

**General Function:** A District Director is a local official, elected from a non-partisan slate in the general election process, or appointed by the Virginia Soil and Water Conservation Board, to assess local conservation needs and to develop conservation programs to address these needs.

Directors are volunteers and receive no compensation; they are reimbursed for travel to meetings, registration, meals, and other associated expenses when conducting work of the District.

**Primary Duties and Responsibilities:**

- o Attend monthly District Meetings
- o Participate on District committees and in work groups
- o Represent the citizens of his/her county in regard to conservation issues
- o Stay informed and inform others about conservation issues
- o Participate in statewide meetings and workshops on conservation issues
- o Recognize natural resource management needs that can be met through District programs
- o Participate in District policy and program development
- o Provide financial direction and oversight
- o Participate in public and community relations activities/programs

- Maintain an active public information and educational program so that citizens and local officials will be informed about conservation issues and district programs
- Make presentations and provide testimony at public hearings about conservation issues.
- Participate in personnel management, providing guidance and direction to staff, maintaining fair and equitable personnel policies, and participating in hiring & personnel performance reviews

### **Helpful Skills and Knowledge**

- Knowledge of agriculture and related fields
- Knowledge of urban development issues
- Environmental awareness and understanding of soil and water conservation issues
- Knowledge of local, state, and national legislative processes
- Skills in conduct of meetings and parliamentary procedure
- Technical background in environmental sciences, engineering
- Ability to work with a multitude of agencies and individuals and approach resolution of problems through teamwork

### **Commitment Required:** Approximately 12 hours/month

- Meeting attendance: 4 hours
- Review of materials, reading and preparation time: 3 hours
- Committee work: 3 hours
- Attending meetings related to local conservation issues: 2 hours

### **Training Requirements**

- Be willing to learn District procedures, reviewing policies, reports, plans etc.
- Attend at least one Area meeting per year and one state meeting every two years
- Participate in workshops and seminars related to soil and water conservation
- Attend Director Orientation Workshop

**Term of Service:** 4 years, no limit on number of terms served