

## **ASSOCIATE DIRECTOR POLICY**

**Amended by Resolution**

**Effective: January 5, 2006**

The following is the accepted policy of the Mariposa County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Associate directors are a vital component of the Mariposa County Resource Conservation District (MCRCD). The position is completely voluntary, with no compensation, however district related expenses may be reimbursed. Associate directors do not vote and cannot assume the official responsibilities of board members. Their duties include offering technical assistance, personal opinions, and relevant advice to the board and staff.

### **I. Application:**

Applicants for the position of associate director should submit, in writing, a letter of request to the board of directors. Applicants must be 18 years of age or older, have a sincere interest in resource conservation, and be willing to commit the time required to fulfill their duties. The MCRCD board may also seek associate directors to perform specific tasks as needed.

### **II. Appointment:**

Associate directors of the MCRCD are appointed by majority vote of the board of directors. An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors.

### **III. Duties:**

The MCRCD board of directors approves duties and tasks to associate directors. The MCRCD's long-range and annual work plans guide all directors and associate directors' actions and tasks. Associate directors' activities should complement and reinforce these work plans.

### **IV. Succession:**

In the instance of a vacancy on the board of directors, associate directors may apply for appointment as a full director if they have been in the position of associate director for no less than 6 months, or by unanimous decision of the board, following the procedure for district director appointment as set forth in Division 9 of the California Public Resources Code (§9352).

### **V. Term of Office:**

The appointment as associate director is for a period of two years. An associate director may resign at any time.

**VI. Meeting Attendance:**

Associate directors are encouraged to participate in regular meetings to provide technical support and personal opinions about MCRCD programs, long-range plans, and annual plans in connection with the goals and visions of the MCRCD.

**VII. Expenses:**

Upon prior approval of the board of directors, an associate director may be reimbursed for specific expenses incurred in connection with MCRCD activities. The reimbursement of these expenses must be in accordance with the Reimbursement Policy stated in the Financial Policy.

**VIII. Conflict of Interest/Open Meetings Act:**

Associate directors must comply with the conflict of interest policies set forth in Division 9 of the California Public Resources Code, and the California Ralph M. Brown Act.