



## Coastal San Luis Resource Conservation District

1203 Main Street, Suite B, Morro Bay, CA 93442

805-772-4391 | [www.coastalrccd.org](http://www.coastalrccd.org)

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### Coastal San Luis Resource Conservation District Associate Director Policy

A seven member Board of Directors governs the Coastal San Luis Resource Conservation District (CSLRCD). To help complete specific parts of the CSLRCD program, Directors solicit assistance from agencies, groups and individuals. Assistance from agencies and groups is usually governed by a Memorandum of Understanding. Individuals may assist the CSLRCD by becoming an **Associate Director**.

The CSLRCD may appoint **Associate Directors** subject to the following procedures and conditions:

1. **Application:** Any person 18 years or older, and residing within the District, may submit a written application to the CSLRCD Board of Directors. A minimum of two meetings must be attended prior to submittal of an application. Applicants may be sponsored by a CSLRCD Board member. The CSLRCD Board may also seek Associate Directors to perform specific tasks as needed. The applicant must show a sincere interest in resource conservation and be willing to commit the time required to actively assist the CSLCD in meeting its short and long term goals.
2. **Appointment:** Upon a majority vote, an individual may become an Associate Director. The Associate Director shall serve at the discretion of the CSLRCD Board. The Associate Directors positions shall be at large. (§9356(a))
3. **Term of Office:** The appointment as Associate Director is for a period of 1 year, unless designated for a specific project and/or timeframe. Associate Directors shall be reviewed on an annual basis and will be removed from or retained on the District's roster by vote of the Board.
4. **Board Eligibility:** Any Associate Director, after successfully completing two years as an Associate Director, will be eligible to compete for nomination of a Director's position per Division 9 of the California Public Resources Code, whether they are a property owner within the district or not, so long as they continue to reside in the District, or are a designated agent of a resident landowner within the District. (§9352(b))
5. **Meeting Attendance:** Each Associate Director is expected to attend all regular meetings. Associate Directors provide technical support and personal opinions regarding CSLRCD programs, long-range plans and annual plans in connection with the goals and visions of the CSLRCD. Associate Directors are **non-voting members** of the CSLRCD Board. The Associate Director positions shall be completely voluntary, with no compensation, and shall not have the right to vote, nor function as an alternate.
6. **Duties:** Associate Directors are expected to support and represent the CSLRCD above and beyond the monthly Board meetings. The CSLRCD Board of Directors approves duties or tasks to be accomplished by Associate Directors. Generally, Associate Directors may accomplish the same duties and tasks as full Directors, except voting. Specifically, the CSLRCD's Long Range and Work Plan guide all Directors and Associate Directors actions and tasks. Associate Directors activities should complement and reinforce these work plans.

7. **Expenses:** Upon prior approval of the CSLRCD Board of Directors, an Associate Director may be reimbursed for specific expenses in connection with his/her activities on behalf of the District. At no time will there be a blanket approval for any expense.
8. **Conflict of Interest:** The Associate Director shall at all times, comply with the Conflict of Interest laws and policies applicable to Directors and file Statements of Economic Interests (FPPC Form 700).
9. **Training:** Associate Directors will be required to complete Ethics Training, as required by law for Directors of RCDs.

The undersigned acknowledges that he/she has read and understands the above policy, and hereby applies for appointment as an Associate Director of the Coastal San Luis Resource Conservation District.

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

\*Adopted December 4, 2015 by Coastal San Luis RCD Board of Directors

Updated October 31<sup>st</sup>, 2024

*CSLRCD\_Assoc\_Dir\_Policy.docx*

*O Drive – Administration – Board of Directors*



Are you a designated agent of a District landowner?

Yes

No

*\*If yes, please provide their information here, and submit a letter of agency with your application:*

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### **Questions**

1. Describe your background and/or experience in natural resources, agriculture, and/or environmental management.

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2. Describe your interest in serving on the Coastal San Luis RCD Board of Directors.

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3. Describe other applicable skills that would serve the District.

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I hereby declare that I am a qualified candidate and applicant for the office of Director, and that I meet the above qualifications. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_