

9. Policy on Associate Director Members

Purpose: It is the policy of the Chippewa Luce Mackinac Conservation District (District) to identify and recruit members of the public to the position of Associate Director. An Associate is one who has the rights and privileges of a Director except the right to vote in the proceedings of meetings, and who participates in meetings of the Board and in activities of the District. The position is intended to strengthen the District by bringing into its activities skills, abilities, knowledge, and experience that can help the District achieve its conservation and operational objectives, and which can provide future Directors either through appointment to openings in the membership of the Board, or through election.

The Board of Directors views the roles and responsibilities of Associate Directors as follows:

1. Attend regular meetings of the District Board of Directors, which are each approximately one hour in duration. The board meets at least twelve (12) times per year. Be accessible for personal contact in between board meetings.
2. Provide leadership to board committees that may be appointed. This may require a number of meetings per year plus individual committee task completion time.
3. Commit time to developing financial resources and community outreach for the District. This includes supporting other fund development activities of the District, such as tree sales, grant-related operations in which board member participation satisfies grant match requirements, and other volunteer commitments in a manner appropriate for board directors.
4. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
5. Responsibly review and act upon recommendations of the Executive Director or of Board committees brought to the board for action.
6. Participate in board activities that may from time to time be instituted by the Board.
7. In general, utilize personal and professional skills, relationships and knowledge for the advancement of the District.

Associates shall number no more than 2 (two), and shall be selected by majority vote of the Directors at a regular meeting of the Board. The Board will solicit Associate Directors by nomination using the Associate Director Nomination Form (AD100). This nomination form can be requested from the Executive Director at anytime. Nominations must be made in writing using form AD100 by any District Board Member, Executive Director, or District Partner Organization. Solicitation and selection shall conform to nondiscrimination requirements of public agencies and District policy.

When candidates for Associate Director are identified and selected by vote of the Board, they will be sent a packet consisting of:

1. A personalized cover letter that informs the prospect of the Board's interest in them, a brief description of the recruiting process, and asking if they would like to be considered for Associate Director
2. A current Annual Report of the District
3. A copy of the role and responsibilities of an Associate
4. An Associate Director Application Form (AD200)

Once the nominee has returned AD200, the Board will take such action as it determines necessary to meet and vet the candidate, prior to voting at a regular meeting of the Board to accept or deny the application.