**Director Job Description**

**General Function:** A District Director is a local official, elected 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. At the discretion of the (DISTRICT) Board of Directors, they may be reimbursed for travel to meetings, registration, meals, and other associated expenses when conducting work of the District.

**Primary Duties and Responsibilities:**

* Attend monthly District Meetings (It is expected that Directors attend at least 75% of regularly scheduled meetings.)
* Participate on District committees and in work groups
* Represent the citizens of his/her county in regard to conservation issues
* Stay informed and inform others about conservation issues
* Participate in statewide meetings and workshops on conservation issues
* Recognize natural resource management needs that can be met through District programs
* Participate in District policy and program development
* Provide financial direction and oversight
* 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 rural land issues
* 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

**Estimated Time Commitment:** 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