



# Whatcom Conservation District

6975 Hannegan Road, Lynden, WA 98264 Phone: (360) 354-2035 x 3 Fax: (360) 354-4678  
e-mail: [wcd@whatcomcd.org](mailto:wcd@whatcomcd.org)

---

**TO:** POTENTIAL CANDIDATES TO THE BOARD OF THE WHATCOM CD  
**FROM:** GEORGE BOGGS, EXEC. DIR  
**SUBJECT:** BOARD AUTHORITIES, RESPONSIBILITIES AND TIME COMMITMENTS  
**DATE:** 1/3/14  
**CC:** DAWN BEKENYI

---

Thank you for your interest in serving on the Board of the Whatcom Conservation District. Here is a brief summary of a member's authorities, responsibilities and time commitments. Our webpage ([www.whatcomcd.org](http://www.whatcomcd.org)) has a great deal of information on the District, its staff and programs. Please call me with your specific questions at 354-2035 x 115

#### Authority

- Hire and/or Fire District Manager
- Establish policies for Management of Operations
- Approve major expenditures
- Authorize actions to be taken on behalf of the District
- Establish strategic goals and plans

#### Responsibilities

- Attend meetings.
- Be prepared, read the material sent out.
- Participate, ask questions, make sure you understand the issue, express your point of view.
- Listen to other's points of view
- Deal with others with respect even when you disagree.
- Vote only when you know what you are voting for.
- Become familiar with district operations and options for funding programs.
- Support District staff and foster commitment and loyalty to the District
- Deal with "hard" issues in a thorough and timely way.
- Represent the District to county constituencies.
- Stay in touch. Respond to staff requests for comment and support.

There are a number of opportunities for board members to participate.

#### REQUIRED:

- The Board meets the 2nd Thursday of each month from 7-9 pm. This schedule and time is reviewed after each election to find a day and time that is most convenient.

#### HIGHLY DESIRED:

- There is a single-day annual meeting of the Northwest Area Conservation Districts. It rotates between: Clallam, King, Pierce, Skagit, Whatcom, Jefferson, Kitsap, San Juan, Snohomish and Whidbey Island CDs. Area resolutions are discussed and may be advanced to the State Association (Washington Assn. of Conservation Districts or WACD) annual meeting. Only District Supervisors or Associate Supervisors holding a proxy may vote.
- There is a three-day annual meeting of WACD beginning on the first Monday after Thanksgiving.
- About the 3rd week of each February there is a legislative day in Olympia. We typically go the morning before, attend the Washington Assn. of Conservation Districts Officers & Directors meeting, then meet with local legislators the next day.



# Whatcom Conservation District

6975 Hannegan Road, Lynden, WA 98264 Phone: (360) 354-2035 x 3 Fax: (360) 354-4678  
e-mail: [wcd@whatcomcd.org](mailto:wcd@whatcomcd.org)

---

- Other meetings based on District programs. For example, the 12 Puget Sound CDs are caucusing to develop a workplan with common programs. I and a board member will go and provide input.

The District picks up transportation, lodging, registration and meals for all Supervisors when away on district business.

The ideal Board member not only has enthusiasm for the Districts mission, but also has time to participate and enjoy the opportunities to serve. We do have board members who don't do much more than attend the regular meetings. This is not to say that they don't provide needed perspective and direction. However, I think they are missing out on influencing conservation activities beyond the boundaries of our district.