



FCNRCD Board Supervisor – Position Description

The Franklin County Natural Resources Conservation District empowers and partners with land stewards and communities on the ground by supporting connections that benefit natural resources, water quality, soil health, and the working landscape in Franklin County and across Northwest Vermont.

This mission is led by one of the core statutory roles of the Conservation Districts to prevent or control soil erosion and conservation of other natural resources. This is accomplished through representing landowner's natural resource concerns and offering programs in cooperation with local agency and non-profit partners and landowners in the district. The board, who ideally understand local natural resource concerns and land use practices, are key to the district successfully representing landowner concerns.

Each Conservation District is governed by a Board of Supervisors that is made up of residents within the District. There are five elected or appointed supervisors per Conservation District, each serving five-year terms. The NRCB Board of Supervisors is our organization's most important asset. Board engagement is critical to FCNRCD's impact on community natural resources conservation. Board supervisors provide overall leadership to FCNRCD manager and strategic direction of the organization.

The Conservation District Board of Supervisors is a policy board, meaning that its primary focus is not on running the day-to-day activities of the Conservation District, but on informing and supporting the overall mission and long-term objectives of the District and ensuring that work is proceeding in the general direction approved by the board. Successful supervisors have a strong social or professional network in the community, intimate knowledge of the working landscape, experience implementing conservation measures, or a variety of other skills needed to oversee the District. Conservation District boards benefit from a diversity of expertise. Farmers, land users, foresters, and other members of the land-use economy have key experience that benefit Conservation Districts. Experience in environmental conservation or natural resource sciences is also useful, as is experience in technical assistance to land users. Academic experience can bring a different contextual knowledge about natural resources. Experience in personnel management, contracting, fundraising, and finance are important in contributing knowledge of governance structures, accountability, and strategic partnerships for the District.

Current Board members include: Richard Noel (Highgate), Molly Magnan (Fairfield), Vicky Drew (Georgia), Dan Pipes (Fairfield), and Lynda Ulrich (Fairfield). Board members may not be an employee of the federal government. Board members receive a per diem stipend for meetings attended (for 2025, this is \$50/meeting) as well as mileage reimbursable at the federal rate.

Primary Duties & Responsibilities:

- I acknowledge that, being elected by the people of our District, my responsibility is to represent their interests and goals, to educate others, and promote our natural resources conservation work to the community land stewards.
- I am committed to enhancing the organization's public standing through proper governance, furthering the organization's mission and programs, and I will be able to describe them accurately and in a public forum.
- I understand that the board meets monthly. I will do my best to attend each meeting and any appointed committee meetings, and a majority of assigned events and special functions.
- I understand that Supervisors may only miss up to four (4) board meetings per calendar year or be subject to review and possible removal or reinstatement as an Associate Supervisor; extraordinary circumstances may be grounds for an exception to this policy.
- I will come prepared for monthly board meetings; I will have read all material prior to the meeting, will bring new ideas & a fresh perspective to each meeting, will be prepared as a key contact (when appropriate) to discuss in-detail particular items, and will strive to follow the agenda and be productive.
- I will be actively involved in the decision-making process of the organization and will monitor/provide oversight to ensure that goals are met, and our programs run efficiently.
- I am committed to increasing my skills as an effective board member and natural resources steward.
- I am willing to participate in Natural Resource Conservation Council and Vermont Association of Conservation District meetings and initiatives, if needed.
- I am willing to participate in statewide meetings and workshops on conservation and related agricultural issues.
- I will maintain a mutually supportive working relationship with staff and board members.
- I will protect assets, provide proper financial oversight, and will ensure legal and ethical integrity.
- I will assist in all fundraising programs, as needed.
- If I find that I cannot meet the requirements of the board, due to conflict of interest, lack of time or commitment, I will resign from the board and assist in identifying a replacement, keeping in mind the necessity for a diverse and talented board of committed individuals.
- I will exercise good judgment and care to respect sensitive and confidential information related to:
 - FCNRCD's relationship with landowner's and other clients
 - Conservation projects under development
 - District employees including performance, evaluation data, compensation, and grievances
 - Issues related to the board's legal and moral responsibility
 - Sensitive topics highlight as needed by the District Manager

If in doubt about the level of confidentiality needed, run it by the District Manager first.

Suggested Commitment:

Approximately three to six hours/month which includes:

- Meeting attendance
- Assisting with fundraising or other activities
- Reviewing policy and financial documents

- Assisting and/or being present at least one to two district projects/programs per year with activities such as– better agricultural practices, outreach/education, stormwater mitigation, sustainable forestry, or watershed stewardship.

Term of Service:

This is a five-year term with no limit on the number of terms served. If taking over part-way through a previous member’s term, initial term ending may be sooner than five years but can be renewed at that time.

- o I have read and understand the NRC D Supervisor handbook
- o I have read and understand the Vermont statute *SOIL CONSERVATION ACT*
- o I have read and understand the FCNRCD Internal Policies (Employee Handbook, Financial Policies, Procurement Policies, etc.)

Please sign in to signify your agreement to this non-contractual document.

Name of FCNRCD Board Member: _____

Date: _____ Signed By: _____