



SWCD Training Program

January 2011



This Training Program has been created by the Natural Resources Conservation and Development Board (NRCDB) for use by the Soil and Water Conservation Districts of the State of Alaska. Districts need to use this Program as a tool to train all Supervisors, employees, and contractors.

The SWCDs of Alaska are diverse, providing meaningful service to the community and natural resources of the state, and meeting the needs of their local communities. Since 1947, the NRCDB and Alaska District have been the umbrella of DNR over the Districts. We are proud of the accomplishments of Alaska's Districts, and look forward to a successful future together.

For more information, please contact:

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This Training Program and other resources are available online at:

<http://www.dnr.alaska.gov/commis/swcdb/resources.htm>

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Module 1: History of the Conservation Movement - Local, State and National

Dust Bowl Era

Hugh Hammond Bennett, Soil Erosion Service Formation

Conservation District Origins - Need For Local Input For Conservation Work

Overview of State Conservation District Law Formation

Local Conservation District Formation & History

Forming And Amending Alaska's SWCDs

Conservation District Values, aka "Mission"

Module 2: What is a Conservation District

Conservation District Purpose And Function

Districts As Government Entities

Board Member Qualifications

Module 3: Financial Responsibilities

Financial Duties of District Board Members

Financial Policies And Procedures

Budgeting And Allocating Resources

Audit Requirements

Available Funding Mechanisms

Module 4: Legal Responsibilities & Ethics

Powers and Authorities Of Board Members

Alternate Supervisors, Committees

Ethics, AS 39.52 Alaska Executive Branch Ethics Act

Acceptance of Gifts

Abuse of Position & Conflict Of Interest

Employee/Supervisor/Contractor Relationships

Nepotism

Module 5: Roles and Responsibilities of Local, State and National Associations and Partners

Importance Of Forming Partnerships For District Program Delivery
State Association History And Structure
National Association History and Structure
NRCS Structure
Department of Natural Resources & SWCDs
Structure, Position & Responsibilities
Commissioner of DNR
NRCDB & Alaska District
Attorney General's Office & DNR Procurement
Other State Agency Partner Opportunities
Other Federal Agency Partner Opportunities
Local Agencies & Organizations Partner Opportunities
Partnerships: Memorandums of Understanding & Other Agreements
(With Specifics About Roles & Responsibilities & Examples of Successful Partnerships)

Module 6: Understanding Local, State and Federal Laws, Rules and Regulations Related to SWCDs

District Liability
Comply With Local, State & Federal laws, Rules & Regulations
Statutory Responsibilities Of SWCDs In Alaska
Certification of Farm/Soil Conservation Plans For Ag Parcels
Right To Farm Bill
Procurement
Procurement Ethics

Module 7: District Operations

Personnel Policies
District Organizational Structure
Role of District Board Members, Manager, Staff, Volunteers
Responsibilities That The Board of Supervisors Retains Authority Over
Media Relations and Public Outreach
Recordkeeping & Organization

Module 8: Financial Training

Available Funding Mechanisms
Funding Requests
Grant Writing & Related Resources List
Budgets and Allocating Resources
Importance Of Financial Planning
Fundraising
Financial Statements & Accounting Methods
Applicable Resources for Funding & Accounting Practices
Direct vs. Indirect vs. Administrative Costs
State Audit And Reporting Requirements
Internal Controls
Grant Contracts And Agreements

Module 9: Understanding State and National Resolutions Processes

Developing District Policy, Position And Resolutions
Resolution Importance To Region, State, or National?

Module 10: Legislative Process Training

Effective Legislative Relations
State and Federal Bills And Budget Passage Flow Chart
Lobbying Restrictions For Board Members And Staff

Module 11: Conducting Public Meetings

State Open Public Meetings Act Requirements And Compliance
Public Notification
Conducting Effective Board Meetings
Types of Meetings
Decision Making
Robert's Rules Of Order
How Are Motions Presented?
Voting On A Motion
Parliamentary Procedure
Executive And/Or Closed Session Rules and Regulations

Module 12: Election Process and Board Member Recruitment

Characteristics Of A Successful District Board Members
Needs Of The District And Board Member Recruitment
Board Member Recruitment Techniques
Board Member Election And/Or Appointment Process, Procedures, Forms And Deadlines
Board Member Removal

Module 13: References

Index Of Appendices
Definition and Acronyms
Documents