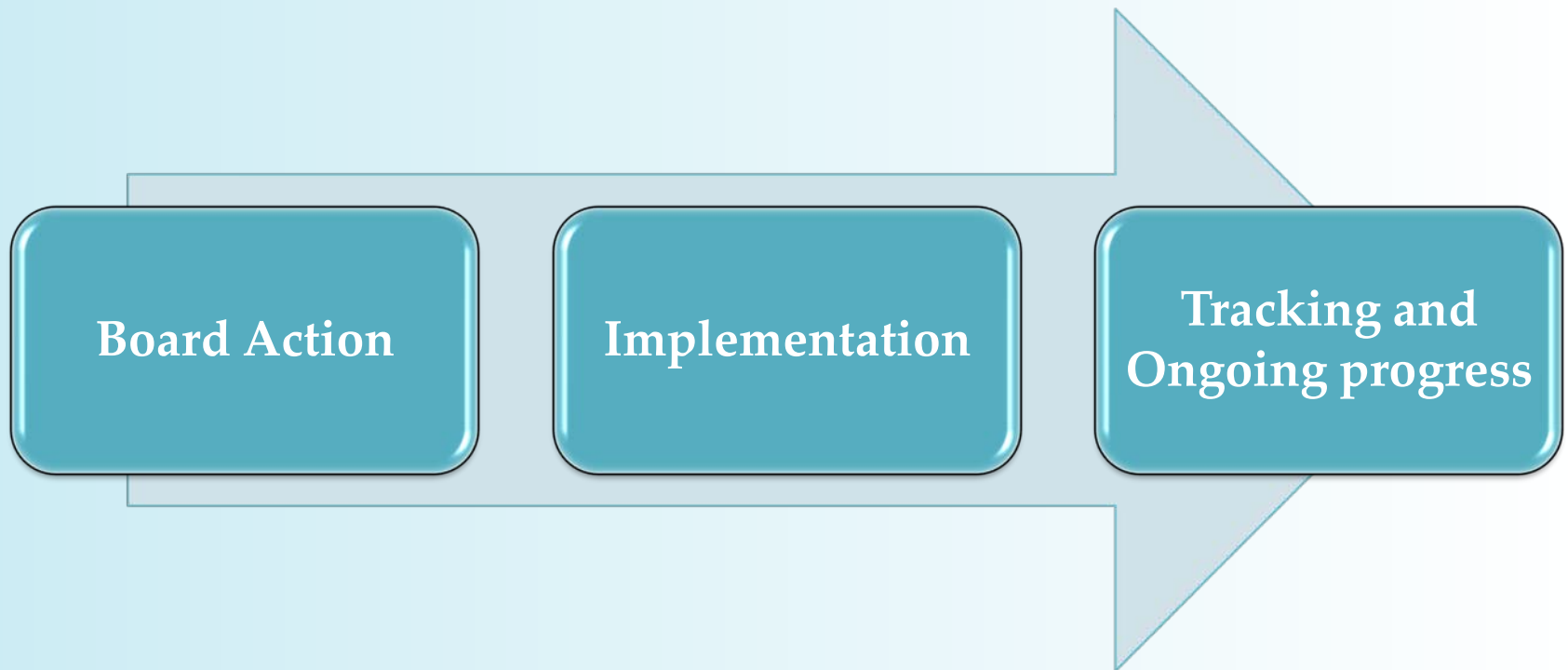


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Module 7: District Operations



It is the responsibility of District staff, contractors, volunteers, and partners to implement policies and activities as directed by the Board and according to applicable laws and regulations.



Personnel Policies

Districts must work closely with AACD in this matter, vacant positions must be publicly advertised, and other applicable laws, regulations, and AACD policies apply. Contact AACD and refer to the AACD Employee Manual.



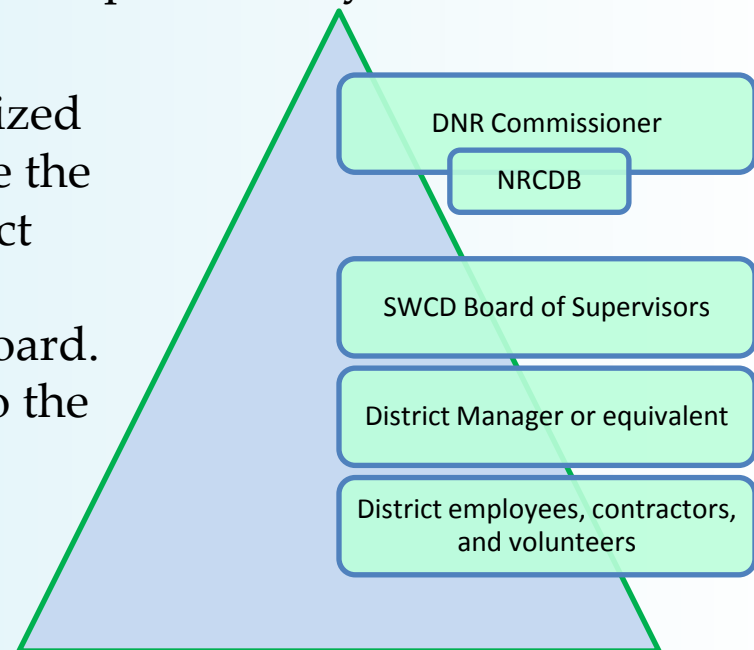
Contracting for services is an option, Districts are required to follow state procurement law. Copies of contracts shall be on file with the DNR Procurement Office.

Per Internal Revenue Service there are certain elements to be confirmed as an independent contractor vs. an employee (and penalties for treating an employee like a contractor, generally related to non-withholding of taxes). To confirm the SWCD is not violating the IRS, the following are tests the IRS uses:

- Generally an individual is an independent contractor if the entity awarding the contract has the right to control or direct only the result of the work and not the means and methods of accomplishing the result.
- An employee may be provided regular training. Except in certain circumstances, independent contractors are responsible for their own training and other education to keep their business up to date and competitive.
- Independent contractors are more likely to have unreimbursed expenses than employees.
- Independent contractors, except in certain uncommon circumstances, provides their own workspace.
- Independent contractors are available to the general public and other businesses. The SWCD is not their ONLY client.

District Organizational Structure

- **Role of district board members, manager, staff**
 - District employees, contractors, volunteers, etc. are responsible to accomplish the work assigned by the Board of Supervisors, usually under the immediate direction/supervision of the District Manager, but persons at this level may be called to report directly to the Board.
 - District Managers or Board-authorized equivalent is responsible to oversee the day-to-day operations of the District and the accomplishment of the priorities/objectives as set by the Board. District Managers report directly to the Board.



- **Volunteers**

- Districts should encourage volunteers to assist in its programs and goals. **All volunteers must sign either an annual or project-specific release form prior to beginning work.**

See Module 13, References, Volunteer Service Agreement and Release of Liability Form.



- Districts should verify with AACD annually that AACD maintains a “Voluntary Compensation and Employers Liability Coverage Endorsement.” See Module 13, References, for AACD District Volunteer Agreement and Timesheet forms.
- **All district volunteers must sign a State of Alaska Volunteer Service Agreement and Release of Liability Form** (see Module 13, References).

Responsibilities That The Board of Supervisors Retains Authority Over

- **What should have BOS approval?**
 - New Projects
 - ALL financial matters, including a monthly financial report
 - All new contracts and agreements
 - Annual Workplan
 - Annual Report and Annual Financial Report
- **What doesn't need BOS approval?**
 - Anything the BOS has already approved or delegated responsibility for (NOT any of the above items), through proper motion and majority vote.
 - The Board, through majority vote, can leave a particular decision to a Supervisor or Committee when appropriate.

Media Relations and Public Outreach

- Each District Board should have discussion on who, and how, the District will approach media relations and public outreach.
 - It is common to have one person assigned to all media relations, i.e. television, newspaper, or radio interviews.
 - Public outreach is important to the SWCDs. Consider your District having a presence at local events, for example the State Fair or your local fair, or the local Farmer's Market or other venues.



Recordkeeping & Organization

- **Draft SWCD records retention schedule**
 - SWCDs are required to retain certain records. See Draft SWCD Records Retention Schedule (See Module 13, References).
- **File management**
 - Every District is required to keep certain records and, when requested, must make them available to the public. Equally important is managing records that are used in the day-to-day operations so they are easy to access. A good records management system is one of the most important elements of a well-run organization.
 - Generally, at the end of each fiscal year, all accounts payable and receivable files, and inactive or completed project files are pulled and put into archive. Be sure to clearly label the box(es).

Common Organization of Files, with their sub-categories

- **Managerial** - these records track important correspondence and activities having to do with management of the District
 - Correspondence
 - Current Project Files
- **Financial** - These records document and track financial transactions and budget and audit information
 - Accounts Receivable
 - Accounts Payable
 - Budgets
 - Audits
 - Financial Reports
 - Payroll Records
 - Current Grant Files



- **Legal** - These records document the legal transactions and obligations of the District
 - Contracts
 - Agreements
 - Employee Files - Any files kept at the Districts regarding employees must be kept secure, i.e. in a locked office/cabinet
- **Property** - These records provide information on current operations of the District
 - Buildings/Equipment
- **Historical** - These records contain information explaining past events having to do with the District
 - SWCD Creation Charter
 - Minutes and Financial Reports
 - Records mandated to be permanently kept such as audits, policies and procedures, Resolutions, Oaths of Office, or Meeting Minutes and backup

