



# Roles of an Officer

**Purpose:** To provide helpful info to supervisors as they carry out district business. Also identify roles and responsibilities of board officers. Standard boards consist of Chairperson, Vice-Chairperson, Secretary, Treasurer, or Secretary/Treasurer. Soil Conservation District Boards are composed of 3 elected, 6 year term supervisors and 2 appointed 1 year term supervisors. N.D.C.C. (4.1-20-18)

District Supervisors are not part of advisory committee but rather a political subdivision of state government. All members of the district board, elected or appointed:

- Are public officials
- May employ staff
- Determine staff duties and compensation
- Delegate authority
- Provide records
- Follow rules of conduct for public officers

The SSCC recommends, as a continuing policy, no one elected or appointed supervisor should serve as chair of their district board more than 2 consecutive years.

**Chairperson:** To provide leadership to the board, ensure the board operates in an efficient and orderly manner. An active District Chairperson is the key to a successful board meeting. The chairperson has full rights as a member of the board and can vote, make motions, and express opinions just as any other member.

## Duties include:

- Motivating all board members
- Involve other board members in discussion
- Stay on top of issue and programs in district
- Close all meetings after all business is completed
- Meet with district staff and DC to create agenda
- Follow open meeting laws

## Chair Duties Continued:

- Sign, approve and manage business of the board
- Coordinate the Board's public statements to the press

**Vice-Chairperson:** The role of the vice-chair is rather simple: To assume all duties and responsibilities in the absence of the chairperson in conducting meetings and district business.

**Secretary:** Responsible for keeping official records of the soil conservation district.

- Notify board members of each meeting
- Places business items on the agenda
- Keeps the board minutes
- Records committee actions and correspondence on behalf of the board
- Documents all forms of communications and prepares district reports

**Treasurer:** To Keep full and accurate records of all financial transactions and provide oversight of the district finances.

- Prepare a report in writing to be presented at each regular meeting
- Keep complete financial records
- Review claim vouchers, bills to be paid, and other expenses submitted prior to a regular board meeting
- Assist in developing the district budget
- Required to have a surety bond for all district supervisors (4.1-20-22)
- Have signature authority on financial accounts

It is common for soil conservation districts to appoint the District Manager as Secretary/Treasurer.

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**October, 2018**