

SWCD Supervisor Responsibilities

- **Identify local conservation priorities, and then develop, implement and evaluate plans and programs to address these needs.**
- **Participate in appropriate multi-district activities such as watershed projects, river basin projects, resource conservation and development efforts, the Clean Water Indiana program, and multi-district conservation efforts such as field days, workshops, and seminars.**
- **Administer the SWCD programs and activities by delegating tasks through a structure of SWCD supervisors, committees, staff and volunteers. Supervise SWCD staff and volunteers working with the SWCD, and coordinate conservation efforts with cooperating agency personnel.**
- **Coordinate assistance and funding from local, state and federal government sources; commercial, charitable and private entities.**
- **Manage all district-owned funds, facilities and equipment.**
- **Comply with all Federal, state, and local tax guidelines (e.g. paid supervisor per diem and commuting mileage to Board Meetings is subject to all federal, state, and local withholding/reporting tax requirements).**

SWCD Staff Responsibilities

- **Bring information, new opportunities and recommendations to the board.**
- **Accept direction from board.**
- **Assist the board in fulfilling the district's mission and goals. Help carry out an effective information outreach program.**
- **Assist the board in carrying out well planned and effective monthly board meetings.**
- **Assist Board of Supervisors with applying for and managing grants.**
- **Pursue opportunities for cooperative agreements and/or contracts for services with partnering agencies and organizations.**
- **Help connect land users to sources of educational, financial, and technical assistance in order to address soil and water quality problems.**
- **Help provide direct technical assistance.**