

Supervisor Recruitment Plan Guide

Written by Ian Hanley, SCC Executive Director, published December 2023.

Supervisor recruitment is an essential part of conservation district operations and governance. Having a plan for recruitment ensures that priorities and responsibilities are understood, expectations for new supervisors and associate supervisors are clear, and gives direction and planning to the district's recruitment efforts.

To help facilitate this, the State Conservation Committee has prepared this example "Supervisor Recruitment Plan" to assist districts in creating their own plan. This example plan does not represent an "ideal" or complete list of responsibilities, expectations, and events. Districts should consider their own needs and wants for supervisor engagement.

Questions or comments should be sent to the SCC Executive Director, ian.p.hanley@agr.nh.gov or scc@agr.nh.gov.

Example Supervisor Recruitment Plan

Objective- The County Conservation District relies on a diverse and engaged board of supervisors to guide our efforts to best serve county residents. The board should have representation from different agricultural sectors such as fruit and vegetable growers, dairy or beef producers, maple syrup producers, etc. The District is also looking for supervisors that can support staff efforts with financial, legal, advocacy, and/or marketing expertise.

Roles and Responsibilities of District Supervisors

- Attend monthly District meetings and the Annual Meeting. Monthly district meetings are currently held in the evening of the 2nd Tuesday of each month at the Conservation District office. The Annual Meeting is scheduled by availability at a local venue. Supervisors are expected to be up-to-date with relevant information to engage in meeting discussion.
- Supervisors are expected to propose motions, second motions, and vote on motions during district minutes related to district activities, meeting minutes, and financials.
- Assist the District in carrying out the activities in NH RSA 432.16 "Powers of Districts and Supervisors."

- Be aware of and assist District in complying with relevant federal, state, and local statutes (training provided).
- Attend District events, as available.
- Represent the District at partner and related events, and be able to speak to the public about District activities and priorities.

Expectations of Commitment for Supervisors and Associate Supervisors

- It is estimated that supervisors will commit 4-10 hours per month for District activities including meeting preparation and attendance, other district events, and representing the district at partnership building events.
- Supervisor terms are for three (3) years.
- Please communicate absence from district meetings to District Manager in advance of the meeting.
- Supervisors and Associate Supervisors are part of continued supervisor recruitment efforts, and should be prepared to speak to potential supervisors about district activities.

Recruitment Calendar

- The district should maintain a recruitment display that can be set up at district and related events. Supervisors and staff should bring display to events that the district is represented at (Examples: plant/bulb sale pick-up; farmers markets and fairs; annual meeting).
- Supervisors and staff should consider speaking to potential supervisors and associate supervisors about opportunities when appropriate (e.g. meeting with Climate Resilience Grant recipients). Conclude the conversation by inviting them to the next District meeting.
- Events to actively promote supervisor opportunities to partners and the public:
 - Legislative tour
 - Meeting Climate Resilience Grant recipients
 - Plant and bulb sale pick-ups
 - Annual Meeting