

Associate Directors Policy

In accordance with Act 217, the Conservation District Law, the Board of Directors of the Northampton County Conservation District “may appoint associate directors without voting power to carry out the district’s business at the discretion of the board.”

Qualifications for Associate Directors

- General interest in conservation of natural resources.
- Willingness to abide by the Conservation District Law, the Handbook for Pennsylvania’s Conservation District Director’s guidelines, and the policies and procedures set forth by the Northampton County Conservation District Board of Directors.
- Commitment to the District’s objectives.
- Possession of education or experience in areas relevant to the District’s programs.
- Have sufficient time to effectively participate in the District’s activities.
- Resident of Northampton County.

Appointment of Associate Directors

- Candidates shall complete an Associate Director Questionnaire to apply for recommendation.
- Candidates for Associate Director shall be recommended to the Board for appointment by a Director through a motion made during any regular monthly Board meeting.
- A majority vote shall be required for appointment or reappointment as an Associate Director.
- The appointments of all Associate Directors shall expire in January of each year. At that time, the Board, or a committee designated by the Chairman, will make a recommendation to the Board regarding the reappointment of the Associate Directors in accordance with the policy herein.

Number of Associate Directors

- There is no minimum or maximum number of Associate Directors that the Board may appoint.

Role of Associate Directors

- Associate Directors are encouraged to participate in District programs, except for making motions and voting during board meetings. Associate Directors are encouraged to attend at least 4 District meetings per year and participate in at least one standing committee.
- The Chairman has the discretion to appoint any associate director as a member or chairman of any district committee.
- Associate Directors may serve as District representatives on other boards, commissions, or committees as approved by the District Board of Directors.

Revocation of Appointment

- Associate Directors may not act on behalf of the conservation district without the knowledge of and the approval of the Board of Directors. Any such action is grounds for immediate revocation of appointment. Such actions may include making unauthorized telephone calls, visits, or other unauthorized representation of the Board of Directors and/or staff.
- The Board may revoke the appointment of any Associate Director at any time during the year by a majority vote.

The policy was established by the Northampton County Conservation District Board of Directors on July 8th 2003.