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## **DUTIES OF DIRECTORS OF THE BOARD of the San Benito Resource Conservation District**

Service on the Board of SBRCDC requires an average commitment of 5-8 hours per month, including but not limited to the following:

1. Participate in Board meetings:
  - a) Regularly attend monthly Board meetings with no more than 2 consecutive absences per calendar year.
  - b) Notify the Executive Director (ED) at least one (1) week in advance of a scheduled meeting date, if unable to attend a regularly scheduled Board meeting. In the case of illness or family emergency, notify the ED as soon as possible.
  - c) If a Director fails to meet the participation standards set forth in this section, the Board of Directors may take action to request the Director be replaced with someone who can fully participate.
2. Prior to voting or taking other action on Board matters, be prepared and informed. For example:
  - a) Review Board meeting packets
  - b) Meet with the Executive Director
  - c) Conduct independent research on agenda items
3. Provide fiduciary oversight of the District by reviewing budgets, financial reports and audits.
4. Participate on District committees as needed. For example: Finance Committee, Governance Committee, Staffing Committee.
5. Participate in outside meetings or events on behalf of the District.
6. Attend trainings and workshops relevant to the District's mission to stay up to date with current topics.
7. Participate in strategic planning for the District.
8. Adhere to the Brown Act, the Conflict of Interest Code, and District policies while conducting District business.
9. Complete mandated trainings, reports, and forms. Including but not limited to:
  - a) Annual Form 700 Statement of Economic Interests
  - b) Two hours of mandatory ethics training for Special District Board Members upon appointment and every two years afterward
  - c) Anti-harassment training (required when District staff exceeds 4 employees)