THURSTON CONSERVATION DISTRICT

1.3 Delegation of Authority to Executive Director
Updated/Approved: June 30, 2015

Purpose: This document describes functions, responsibilities, and expectations the Thurston Conservation District (TCD) Board of Supervisors delegates to TCD’s Executive Director (ED).

Definitions: Executive Director (ED) is the chief executive of the TCD, acting under the direction of the Board of Supervisors (Board), with responsibility for District activities, including but not limited to:

1. Overall management, supervision of district programs and employees, and satisfaction of district clients, partners, the general public, and board.
2. Implementation of the district mission, annual and strategic plans, policies and budget in a timely and efficient manner.
3. Coordination and/or development of sufficient financial resources to fund district programs.
4. Engagement of programs and partners that further the mission of the district.
5. Ensuring all district functions and services are managed and provided in accordance with all applicable laws, regulations, and district policies.

Generally, the Board will make policy-level decisions by motion or by resolution in its regular meetings. Generally, the ED will design and implement procedures to carry out those policies.

The Board of Supervisors delegates the following authority to the Executive Director:

Execution of Mission/Vision/Work Plans: The ED is the chief employee entrusted by the Board to coordinate with staff to maximize resources and partnerships to execute the mission, vision and work plans of the TCD. Day-to-day program management and execution of duties to implement the mission, vision, work plans, and board direction of the District is delegated to the ED.

Representing the Organization: The ED will represent the District, as appropriate, to partners, local, state, federal and tribal officials, the media, constituents, and the public.

Employment Practices: The ED shall recommend the proper level of staffing and salaries to the Board at least once each year, as part of the annual budget. The adoption of the budget that includes these is a policy decision of the Board.

The ED shall hire, promote, or retain employees, in consultation with the board, as needed to meet the approved staffing level.

The ED shall determine merit raise increases, and implement these decisions as the District’s budget will allow, in an orderly manner consistent with maintaining employee morale and retaining competent staff to conduct District operations.

The ED shall conduct performance reviews of employees, at least annually, giving the board opportunity for their input into these evaluations. The Board is responsible for the ED’s performance review, at least annually.
The ED shall take all disciplinary actions needed, including and up to termination of employees as necessary, and keep the board informed of such actions as they may become necessary.

The Executive Director approves all leave, including family medical leave, sick, annual, bereavement, personal holidays, unpaid holidays, and leave without pay within the guidelines of the District’s Policies and Procedures Manual.

The ED shall ensure employees receive adequate training, counseling, and other tools and make themselves available to employees as needed to carry out the mission of the District.

The ED may appoint employees to management positions based on the needs of the District and may instruct other District Employees to report to those managers rather than directly to the ED, in consultation with the board to the degree feasible.

In the absence of the ED, she/he may appoint a designee to carry out any and all of these responsibilities on her/his behalf. This may occur if the ED is out of the Thurston County area for more than 24 hours and critical District business must still occur.

**Execution of Contracts & Agreements:** The ED will execute contracts and agreements (with exception of those that specifically require board approval/signature) on behalf of the District, including the following: a) those that are of normal and customary business and in alignment with the District’s mission/vision and annual work plans; b) those that do not spend more than $30,000 of the District’s own financial resources on a single project or program.

Funds passed through by other agencies or funders that exceed $30,000 or are deemed out of normal or customary business and/or spending more than $30,000 of the District’s own financial resources must be approved by the Board by motion or resolution prior to execution. The ED is authorized to spend up to limits specified in board-approved instruments.

**Policies & Procedures:** The Executive Director shall, after review of all applicable laws, rules and regulations, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Executive Director shall present draft policies to the Board for ratification at the next regularly scheduled Board meeting.

No specific formality is required to adopt operating procedures for the District. The Executive Director may create, adopt, implement, change, rescind, modify, or eliminate any procedure if, in the opinion of the Executive Director, as such action is required for the lawful and efficient operation of the District.

The Executive Director shall disseminate information promptly using appropriate media to all staff, the Board, and other affected parties upon changing a District Procedure.

A **policy** is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues.

A **procedure** is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District.