



AISWCD

ASSOCIATION OF ILLINOIS SOIL & WATER CONSERVATION DISTRICTS



MEMO

REGARDING: Requested Committee Structure Recommendations

DATE: October 2019

SUBMITTED TO: AISWCD Executive Committee

PREPARED BY: Grant Hammer, Executive Director
Steve Chard, Special Projects Manager

SECTION 1 - BACKGROUND

In September, AISWCD officers expressed a desire to review the committee structure of the association for possible enhancements and make recommendations as a basis for a starting point for future conservation towards this end. In response, the following contains recommendations regarding potential committee process enhancements for consideration.

SECTION 2 – COMMITTEES TO ADVANCE AISWCD BUSINESS IN 2020

The AISWCD bylaws prescribe that the AISWCD President, with board support, should determine which committees are needed to advance the business of the organization over the following year. Specifically, the bylaws state the following, “The number of standing focus area committees and committees shall be determined by the President as deemed necessary to carry on the work of the Association with concurrence from the Board of Directors (Source: Article #5, Section # 2: Committees).”

AISWCD By-Laws state that the potential committees include the following (standing focus area committees); Communications, Education, Executive, Financial Management, Forestry, Legislative, Nominating, Planning, Resolutions and Urban Community and Conservation Committees. Given the nature and scope of the current conservation issues that Illinois’



agricultural industry is facing, it is recommended that eight of the ten standing committees meet and conduct business on a regular basis during year 2020. Additionally, it is recommended that the NLRs sub-committee continue to meet as a regular committee.

Category 1: Management and Oversight

Executive Committee

Financial Management Committee

Category 2: Policy and Operations

Legislative Committee

Planning Committee

Forestry Committee

Education Committee

NLRs Committee

Category 3: Governance

Resolutions Committee

Nominating Committee

SECTION 3 – RECOMMENDED PURPOSE AND FUNCTIONS OF 2020 COMMITTEES

The purpose of a board committee is to assist the Board of Directors to govern more efficiently. A committee is not designed to do staff work, rather, its purpose is to investigate, discuss, and analyze special issues on behalf of the Board of Directors. In addition to the recommended committees needed to carry out association business in 2020, staff is also conveying recommendations on committee purpose and goals:

EDUCATION COMMITTEE:

Short Purpose - The Education Committee is responsible for assisting in the promotion of conservation education through the Envirothon program, McKibben Scholarship Program, Awards Program and other educational strategies. Members participate in the process and review of materials.

Actionable Goals:

- Provide process oversight into the Illinois Envirothon competition.
- Be responsible for AISWCD awards, such as multi-year SWCD Director Service Awards, Teacher and Student of the Year Awards, Conservation Farm Family Awards and the McKibben Scholarship.

AISWCD Staff Person to Serve as Committee Advisor – Rebecca Osland

EXECUTIVE COMMITTEE:

Short Purpose – The Executive Committee is responsible for investigating, analyzing, and deliberating special issues on behalf of the Board of Directors, and for emergency decision making between regularly scheduled board meetings.

Responsibilities –

- Meet regularly or as needed via conference call or in person
- Act officially on behalf of the Board between meetings
- Assist in the development and/or revisions of Association goals, objectives, programs subject to approval of the Board.
- Reviews the bylaws annually

AISWCD Staff Person to Serve as Committee Advisor - Grant Hammer

FINANCIAL MANAGEMENT COMMITTEE:

Short Purpose - The Finance Committee is responsible for providing fiscal leadership, oversight, and financial management support to the Board of Directors.

Responsibilities –

- Assist with new budget development
- Assist with monitoring status of adopted budgets and developing affiliated reports for the Board of Directors and SWCD Membership
- Helps to coordinate the annual audit
- Helps to review and monitor internal control policies
- Helps to reviews insurance coverage

AISWCD Staff Person to Serve as Committee Advisor – Grant Hammer

FORESTRY COMMITTEE:

Short Purpose - The Forestry Committee is responsible for monitoring forestry issues and formulating policy recommendations to the Board of Directors impacting Illinois' forest resources.

Responsibilities –

- Develop materials to assist SWCDs with promoting Illinois's Forestry Industry
- Monitor forestry issues in Illinois
- Explore Forestry Programs in other states that could lead to new initiatives for Illinois
- Oversee the AISWCD Forester of the Year Award

AISWCD Staff Person to Serve as Committee Advisor - Rebecca Osland

LEGISLATIVE COMMITTEE:

Short Purpose – The Legislative Committee is responsible for guiding and coordinating the development and implementation of legislative strategies in support of Board of Directors approved policy and program objectives.

Responsibilities –

- Develop strategies to advance natural resource conservation
- Monitor proposed soil and water conservation related legislation
- Assist SWCDs with legislator contacts
- Make recommendations to AISWCD Board of Directors on legislative matters

AISWCD Staff Person to Serve as Committee Advisor - Rebecca Osland

NLRS COMMITTEE:

Short Purpose – The NLRS Committee is responsible for monitoring developments relating to the state strategy to mitigate nutrient runoff from point and non-point sources and identify strategies to support the management practices that will aid in reducing nutrient loss.

Responsibilities –

- Monitor nutrient loss issues
- Make recommendations to enhance efforts to curb nutrient loss

AISWCD Staff Person to Serve as Committee Advisor – Grant Hammer

NOMINATING COMMITTEE:

Short Purpose - The Nominating Committee shall help facilitate the election of Association Officers.

Responsibilities –

- Elect its Chairperson from among its Members at the December Board Meeting
- Present a slate of candidates to the delegate body for election as Officers of the Association at the AISWCD Annual Meeting

AISWCD Staff Person to Serve as Committee Advisor – Steve Chard

PLANNING COMMITTEE:

Short Purpose – The Planning Committee is responsible for the development of the Annual Meeting & Summer Training Conference.

Responsibilities –

- Provide input to structure the Annual Meeting and Summer Training Conference
- Determine Annual Meeting and Summer Training Conference Program topics
- Determine speakers and presenters for the above

AISWCD Staff Person to Serve as Committee Advisor - Steve Chard

RESOLUTIONS COMMITTEE:

Short Purpose – The Resolutions Committee shall help facilitate proposed resolutions submitted by Member SWCDs

Responsibilities –

- Review and shall assign resolutions to standing committees for study and comment.
- May work with other Member SWCDs to combine similar resolutions
- Review the Resolution Book annually

AISWCD Staff Person to Serve as Committee Advisor – Steve Chard

SECTION 4 - DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIRPERSON

The Committee Chairperson is appointed by the President and approved by the board (Article 4, Section 1, D). The committee Chairperson is expected to lead the committee, just as the board Chairman is expected to lead the Board of Directors. To maximize committee functionality, the following are recommended duties and responsibilities of Committee Chairpersons:

- Call for and schedule meetings as needed
- Develop an agenda
- Ensure committee members have necessary materials for meetings
- Ensure meetings stay on agenda
- Ensure that the committee comes to conclusions and forms recommendations to board
- Facilitate the meetings in a productive and professional manner
- Explore ways to increase committee performance and productivity
- Facilitate the recording of meeting minutes
- Provide written meeting reports to Board of Directors

SECTION 5 – DUTIES AND RESPONSIBILITIES OF STAFF LIAISON

The staff liaison should serve as a resource to the committee in furtherance of the goals of the committee. They should not however, be tasked with completing the actual work of the committee. Specifically, the staff liaison should do the following;

- Participate in all meetings
- Provide guidance, direction, and input to committee members
- Report back to the Executive Director and others important information

SECTION 6 - COMMITTEE MEMBERSHIP AND MEETING FREQUENCY

For maximum productivity, it's recommended that each Committee have no more than seven (7) members, not including the AISWCD staff advisor. The frequency and location of the meetings should be left to the discretion of each committee; however, it is suggested that the committees meet at least twice annually in order to be fully operative. Additionally, each committee should be fully prepared to provide written reports to the Board of Directors at quarterly meetings, along with actionable recommendations for board consideration.

SECTION 7 - RESEARCH

In order to provide the best information and recommendations possible regarding committee activities, AISWCD staff performed extensive research. For example, a total of 60 websites were accessed (Illinois agricultural organizations and out of state associations like AISWCD) to collect information on committee functions for comparison purposes.

Additional research was performed regarding the perspectives of Association Executive Directors in other states regarding number of committees in place, committee size, committee structure, number of meetings on an annual basis, etc. The two surveys are attached to this document.

The findings of the surveys were considered as part of the AISWCD staff recommendations as shown in this document.

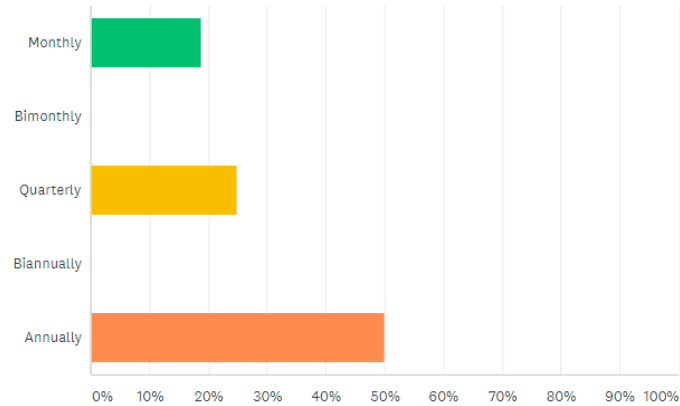
SECTION 8 – CLOSING

The information in this document is designed to bring forward viable options to the AISWCD President, Board of Directors and Executive Committee that they may want to consider concerning AISWCD Standing Committees in 2020. AISWCD staff welcome any questions pertaining to this proposal.

SURVEY REFERENCE MATERIAL:

How frequently do your association's committees meet?

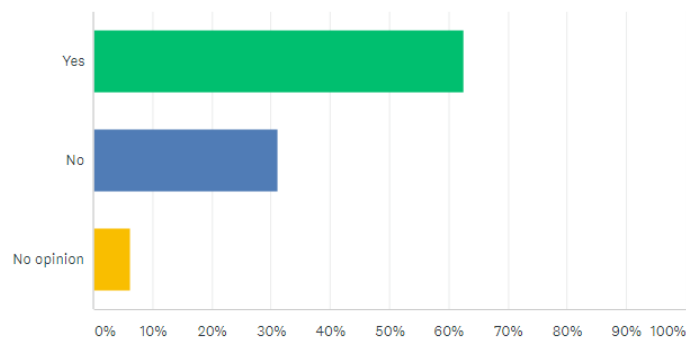
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Monthly	18.75% 3
▼ Bimonthly	0.00% 0
▼ Quarterly	25.00% 4
▼ Biannually	0.00% 0
▼ Annually	50.00% 8
TOTAL	16

Are you satisfied with your association's committee meeting schedule, e.g., does it work well?

Answered: 16 Skipped: 0

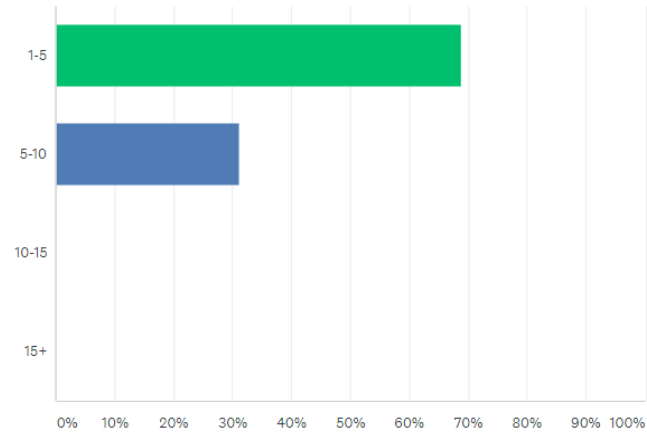


ANSWER CHOICES	RESPONSES
▼ Yes	62.50% 10
▼ No	31.25% 5
▼ No opinion	6.25% 1
TOTAL	16

SURVEY REFERENCE MATERIAL:

How many committees does your association utilize?

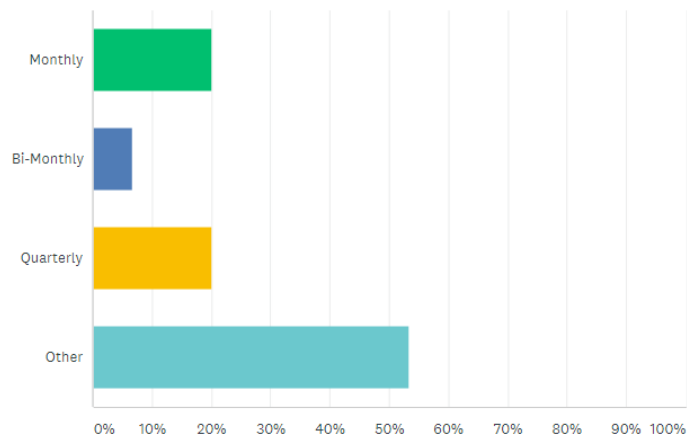
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ 1-5	68.75%	11
▼ 5-10	31.25%	5
▼ 10-15	0.00%	0
▼ 15+	0.00%	0
TOTAL		16

How often or frequently does your association's Executive Committee meet?

Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ Monthly	20.00%	3
▼ Bi-Monthly	6.67%	1
▼ Quarterly	20.00%	3
▼ Other	53.33%	8
TOTAL		15