Procedures

**Madison SWCD**

**&**

**Clark SCD**

**January 2023**

**MEETINGS**

# Regular board meetings are held:

**Madison SWCD** — Third Thursday of each month unless otherwise changed by board chairman.

**Clark SCD** — First Thursday of the month unless otherwise changed by board chairman.

# Special board meetings:

**Annual Business Meeting** — Both the Clark SCD and Madison SWCD conduct annual business meetings during the first week of December.

**Conservation Team Local Working Group (LWG)** — In conjunction with the Natural Resource Conservation Service (NRCS), a local working group occurs in March/April to set spending priorities for conservation projects within the conservation team boundaries.

# Pre-Meeting:

* Consult with board chairman to confirm meeting date, time, location and any agenda items the week before the regular meeting date.
* Confirm meeting date and time with the venue.
* Prepare the agenda and email it to the chairman for approval.
* Make any corrections to the agenda and mail it along with the minutes from the previous meeting to the board members 48 hour before the meeting and a current financial report to each board supervisor seven days prior to the scheduled board meeting.
* Complete monthly financial report.
* Prepare meeting packets for the meeting that include agenda, minutes from the previous meeting, monthly financial report and any information that will be discussed at the meeting (ie/flyers for upcoming events). Only supervisors receive a copy of the monthly financial report (do not include it in the packets for partners or any invited guests).
* Approximately two to three days prior to the board meeting send a group text reaffirming the board meeting date and attendance of the board supervisors.

# Meeting:

* Bring the appropriate checkbook(s) to the meeting so that bills can be paid.
* Bring a copy of the annual work plan.
* Take minutes.
* Obtain signatures for the previous meetings minutes.
* Prepare checks as needed.

# Post-Meeting:

* Prepare draft minutes of board meeting most recently concluded.
* File approved minutes in the appropriate district file.
* Complete any upcoming tasks that were assigned to the district employee during the meeting.
* Begin work on the monthly financial report as bank/investment statements are received.