

## Soil & Water Conservation Districts Management Tool

*The Soil and Water Conservation District leadership tool has been developed as a guide to use for your SWCD. This self assessment can be used to manage, facilitate, and generate ideas within your District. There is no right or wrong answer. This assessment should help you think about ways to improve your District, to better serve the people and the resources of North Carolina.*

<b>Element</b>	<b>Discussion Question</b>	<b>Yes</b>	<b>No</b>
<b>SWCD Mission</b>	1. Does your SWCD have a mission and vision statement?		
	2. <i>If yes, has the Board reviewed it in the last 5 years?</i>		
	3. Do board members and staff know the mission and vision statement?		
	4. Do board members and staff know how the community views the mission and vision of your organization?		
<b>SWCD Governance</b>	1. Has the board, with staff, explicitly identified a short list of issues that matter most to the organization's well being in the short and long run?		
	2. Does the board focus its efforts on governance and does the lead staff person include the board on matters of vision, mission, and other governance matters?		
	3. Is the work of the board linked to the district's plans and priorities?		
	4. Do board members and staff conduct a special meeting that allows time to step back from the day-to-day operations of the organization and examine future program and districts strategies?		
	5. Does your SWCD have a plan or requirements for <i>regular training</i> of Supervisors in District functions and programs?		
<b>Coordination &amp; Collaboration</b>	1. Does your SWCD have a mechanism in place for supervisors and/or staff to inform the board of county commissioners about district matters?		
	2. Have one or more Supervisors attended a Board of County Commissioner's meeting to present SWCD information in the past year (not including budget hearings).		
	3. Does the SWCD routinely utilize administrative/technical services with neighboring districts?		
	4. Have one or more Supervisors collaborated with another SWCD within the last year?		
	5. Does your SWCD review and compare program procedures with neighboring districts?		

<i>Element</i>	<i>Discussion Question</i>	<i>Yes</i>	<i>No</i>
<b>Personnel and Budget Actions</b>	1. Is the district board actively engaged in personnel matters before recommendations go to the County Manager for action?		
	2. Is the district board actively involved in interviewing candidates and making recommendation to the County Manager for the hiring of district employees?		
	3. Does the County Manager recognize the responsibility of the board as related to personnel and budget matters?		
	4. Is the district board actively engaged in the district budget development process?		
	5. Does the district board participate in all budget and personnel hearings that affect the district?		
<b>Staff Development</b>	1. Does each new employee and volunteer receive an orientation by the District?		
	2. Does the orientation include the following: a. Job Expectations to include achieving job approval authority for common practices in the county? b. Partner relations? c. Customer Service Philosophy? d. Reporting Requirements? e. Conflict of Interest Policy? f. Expectations regarding training and personal development?		
	3. Does your District have an established budget for staff training/professional development?		
	4. Does the district identify staff training needs and offer training opportunities?		
	5. Is the staff adequately trained to implement the latest methods of conservation and programs?		
	6. Is the District board provided an opportunity to review final evaluation?		
<b>Staff Evaluations</b>	1. Is each employee's job performance evaluated at least annually?		
	2. Do performance evaluations have specific standards related to each employee's job description?		
	3. Is NRCS included in the employee evaluation process regarding technical standards, job approval authority and certification requirements?		
	4. Is the District board included in the employee evaluation process led by the Department Head and County?		
	5. Are the employees provided an opportunity to provide feedback or input in the performance evaluation?		
	6. Is the District board provided an opportunity to review final evaluation?		

<b>Element</b>	<b>Discussion Question</b>	<b>Yes</b>	<b>No</b>
<b>Supervision</b>	1. Is the district supervision structure clearly defined and understood by both staff and board?		
	2. Does the board solicit input from district employees regarding the supervision provided by the department head or designated supervisor?		
	3. Does the district make supervision training available for the department head?		
<b>Conflict Resolution</b>	1. Does the district board have a policy for conflict resolution (either with personnel, board members and/or clients)?		
	2. Is there a clearly defined structure to address conflict with partnering entities (NRCS, county, FSA, division etc.)?		
	3. Is the district board actively engaged in the process when conflict arises with partnering entities (NRCS, county, division etc)		
	4. Does the district board have experience in facilitating the conflict resolution process?		