

New Hampshire Association of Conservation Districts

Draft 2004 Plan of Work • Adopted July 14, 2004

Mission: To provide statewide coordination, representation, and leadership for the conservation districts to conserve, protect, and promote responsible use of New Hampshire's natural resources. Adopted November 18, 1991.

Key to NHACD committees and contractors

AA= Administrative Assistant

BOD = Board of Directors

CDEA-NH = Conservation Districts Employee Association

DOC = District Operations Committee

EC = Envirothon Coordinator

ED = Executive Director

IEC – Information and Education Committee

FC = Finance Committee

LC = Legislative Committee

PAC = Programs and Awards Committee

SJC = Soil Judging Coordinator

SCC = State Conservation Committee

1. Organizational development

A. Conduct quarterly board of directors meetings	NHACD President with ED	Ongoing
B. Conduct Executive Committee meetings as needed	NHACD President with ED	Ongoing
C. Conduct Annual meeting	PAC with BOD	4 th quarter
D. Conduct Summer meeting	PAC with BOD and Host District	3 rd quarter
E. Support and coordinate NHACD committees	BOD and ED	Ongoing
F. Explore partnerships, project, and associated funding opportunities	BOD and ED	Ongoing
G. Explore and implement membership development	BOD and ED	Ongoing
H. Develop annual Plan of Work	DOC and ED	September
I. Explore revision process for <i>Plan for the Decade</i>	DOC	December
J. Revise By-laws	DOC and ED	August

2. Base program administration

A. Maintain contracts for Executive Director, Administrative Assistant, Envirothon Coordinator, Soil Judging Coordinator, and AmeriCorps staffers	ED with BOD	Ongoing
B. Administer federal and state filings and/or audits	FC with ED and AA	May 15

3. Policy

A. Maintain NHACD nominations, appointments, and presence on "outside" committees, commissions, and other groups	NHACD President with ED	Ongoing
B. Monitor and influence state and federal legislation and policy	LC and BOD with ED	Ongoing

4. Program development and management

A. Conduct process to determine feasibility of continuing NH Food, Land & People curriculum	IEC with ED and BOD	December
B. Conduct annual state and participate in national Envirothon competition	EC with IEC	May/July
C. Conduct annual Soil Judging competition	SJC with IEC	October
D. Conduct Cooperator of the Year awards process	ED with PAC	September
E. Draft and submit work plan and funding proposal to Volunteer NH! and Corporation for National Service	ED	March
F. Secure Program Specialist contractor, draft Member and Host Site orientation materials, conduct orientation events, contract with Host Sites, and enroll Members (if funding is approved)	ED	July
G. Administer grant funds for NHACD and District projects and programs	ED	Ongoing
H. Conduct poster contest	IEC	September

5. Outreach and District support

A. Create and staff NHACD and District display at Farm & Forest Exposition	ED with two District offices	February
B. Draft and distribute press releases	ED	Ongoing
C. Create and maintain internal newsletter	ED	Ongoing
D. Enhance and maintain NHACD.org	ED	Ongoing
E. Explore with Districts projects and products to support their work such as a PowerPoint presentation highlighting the role and work of Conservation Districts	ED	December
F. Coordinate with SCC and CDEA-NH a needs assessment and assure that District training needs are met	ED with SCC and CDEA-NH	December

Everyone is invited to share his or her suggestions for the 2005 Plan of Work.