

# EMSWCD Board Orientation and Training Table of Contents

Monday, February 2, 2009, 2:30-5:30 PM  
Conservation Corner Board Room, 5211 N. Williams Ave, Portland OR

1. **Elections process, Zones, Associate Directors etc.** (D. Pope) 10 min  
*Candidate Eligibility and Zones*                      *Associate Director Guidelines*
2. **ORS 568 – Powers of Directors and related** (J. Fike) 10 min
3. **Ethics Laws for Public Officials** (J. Fike) 10 min  
*Ethics Law Highlights*
4. **Public Meeting Law and Public Records Law** (D. Lobo) 10 min  
*Oregon Public Meetings and Public Records Law Excerpts*                      *Public Records Policy 2008*
5. **Legal responsibilities of Directors, risks and risk management** (J. Fike) 5 min  
*Responsibilities, Risks, Risk Management*                      *Public Contracting*                      *Board Policies and Procedures*
6. **History of Districts, EMSWCD, our tax base and Conservation Corner** (D. Pope) 15 min  
*EMSWCD Overview and Background*
7. **Relationship with ODA, NRCS, OACD, SDAO etc.** (J. Fike) 10 min
8. **District Policies and Procedures** (J. Fike) 10 min  
*Fiscal*                      *Personnel*                      *Salary Structure*                      *Safety*
9. **Financial overview and introduction to District financial reporting** (L. Adams) 10 min  
*Budget Overview Process*
10. **District Programs and staffing** (Lissa, Kathy, Julie and Jean) 45 min  
*Conservations Technical Assistance (CTA) Program Overview*  
*Partner Assistance and Conservation Easements (PACE, Grants) Program*  
*Sustainable Urban Landscapes (SUL) Program Overview*  
*District Operations (DO) Summary Calendar*  
*2008 Strategic Plan*  
*2008 Annual Report*
11. **Directors self-introduce: background, interests, reason for joining the Board, goals for your time with EMSWCD, etc.** (All) 40 min
12. **Questions and requests for additional information** (All) 5 min

The following longer documents are not included but are available upon request:

*Ethics Manual*                      *Public Records and Meetings Manual*                      *Operations Manual from OACD*  
*TSCC Introduction to Budgeting Process*                      *Legislative Concept HB2082*