

2017 New Director and Staff Workshop
Full Day Agenda – 9:00 AM – 4:00 PM
August 1, Jay’s Sporting Goods, Gaylord
August 9, MSU Agriculture and Livestock Pavilion, Lansing

Morning Session 9:00 AM – 12:15 PM

Welcome & Introductions MACD / MDARD (10 minutes)

**History & Purpose of Conservation Districts
& District’s Role as Local Conservation Leader** Steve Law (40 minutes)

- Michigan’s conservation programs
- Legislative engagement and general process
- Local, state and federal partners

Fiduciary and Legal Responsibilities MDARD (40 minutes)

- Local, state and federal laws that apply to Districts, including FIOA & Open Meetings Act
- MDARD CD Grant Readiness Guidelines
- Financial - annual reporting & audit procedures
- Uniform Accounting Procedures Manual

Effective Employee Management Patrice Martin (105 Minutes)

- Director’s role as leader and employer
- employee/supervisor relationships, etc.
- Business procedures, employee policies
- Ethics – conflict of interest, diversity, nepotism, confidentially
- Operations Manual
- Succession management planning for directors and staff

12:15 – 1:00 PM Working Lunch

Afternoon Session 1:00 – 4:00 PM

Board & Manager Responsibilities and Development Patrice Martin (90 Minutes)

- Conducting public meetings - parliamentary procedures, open public meetings, closed session guidelines
- Leadership skills - communications, meeting leadership, dealing with change
- Local community engagement
- Board member recruitment

CD Planning Steve Law (60 Minutes)

- Funding – state and local funding, grants, fund raising
- Strategic planning – annual plan of work, natural resource assessments

Open Q&A Discussion & Meeting Close MACD / MDARD (30 Minutes)
