2017 New Director and Staff Workshop
Condensed Evening Agenda

July 31, Jay's Sporting Goods, Gaylord: 4:30 – 7:40 PM
August 8, MSU Agriculture and Livestock Pavilion, Lansing: 5:30 – 8:40 PM

Welcome & Introductions — **MACD / MDARD** — **(5 minutes)**

History & Purpose of Conservation Districts & District's Role as Local Conservation Leader — **Steve Law** — **(15 minutes)**

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

Fiduciary and Legal Responsibilities — **MDARD** — **(20 minutes)**

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

Effective Employee Management — **Patrice Martin** — **(60 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

Board & Manager Responsibilities and Development — **Patrice Martin** — **(60 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** — **(15 Minutes)**

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

Open Q&A and Meeting Close — **MACD / MDARD** — **(15 Minutes)**