Director Application

Information for Prospective Resource Conservation District Directors

The Gold Ridge Resource Conservation District (District) is seeking interested parties to fill a vacancy for Director. If selected for Director, the term of office is through December 2026. Appointees may seek re-appointment when the term expires. This is a volunteer organization, and Directors are not financially compensated for service.

Applications are due by email, hand, or mail delivery to the Gold Ridge RCD office by second Wednesday of the month, in order to be considered at that month's board meeting. Please deliver your application to: Brittany@goldridgercd.org or Gold Ridge RCD, 2776 Sullivan Rd, Sebastopol, CA 95472.

Board Overview:

RCD boards consist of five, seven or nine directors as specified in Section 9301(a) of Division 9. Currently the Gold Ridge RCD Board has 5 directors. The number of directors can be changed through a resolution adopted by the majority of the board of directors. The change must be published at least once in a newspaper of general circulation in each county the district serves. The RCD must also notify the County Board of Supervisors of any vacancies created by a larger board, or resignations, created as a result of a smaller board.

- RCD directors serve four-year terms;
- There is no limit to the number of terms or length of time a director can serve;
- Directors are appointed by the County Board of Supervisors;
- Both new and multiple term directors must qualify for office and take an oath of office upon (re)election or (re)appointment.

Application for Director includes:

1) **Personal information** about the candidate as requested in the application
2) **Nomination Signatures:** Pursuant to Section 9358 of the Public Resources Code, each candidate must have nomination signatures from no less than five (5) landowners of the district. *Complete information from each landowner must be provided, and must be legible for verification purposes.*

Candidate Requirements for Director include:

- Must be a registered voter in the state of California.
- Must reside within the District or have a designated agent, see below.
- Own property in the district, or if the candidate does not reside within the District, they must be a designated agent of a resident landowner within the district by providing a letter of nomination.
- Ensure that the provisions of the district's charter (Division IX California Resources Code) are being followed.
- Adherence to state conflict-of-interest laws governing elected/appointed
- 2 hours of mandatory ethics training for Special District Board Members upon appointment and every two years afterward, and act accordance with those standards.
- Attend annual Sexual Harassment Prevention Training and submit completion certificate

- Complete Form 700 Statement of Economic Interests upon appointment, during each year of service and upon completion of service.
- Ability to attend regularly scheduled District Board meetings (currently the third Thursday of each month, 3:30-5:30pm) and be involved in other ongoing District activities.

Additional responsibilities:

- Correspond with email and be able to attend meetings by phone or computer.
- Candidate should possess demonstrated interest or expertise in fundraising, organizational management, natural resources and/or agriculture.
- Build local, state, and national partnerships to support district activities, both technically and financially;
- Establish fiscal policy and boundaries, including budgets and financial controls.
- Interpret the RCD's work and values to the community, represent the RCD, and act as a spokesperson.
- Interpret our constituencies' needs and values to the RCD, speak out for their interests and hold the RCD accountable.
- Ask questions and request information. Treat Board and Staff with respect and respect other points of view. Share questions or concerns. Study documents and issues in advance of meetings and arrive to Board meetings on time.
- Participate in the development of strategic and annual plans.
- Ensure programs are consistent with strategic and annual plans.
- Develop policy
- Provide fiduciary oversight – Annual Budgets, Monthly Financial Reports
- Hire, provide leadership to and perform an annual evaluation of the Executive Director

Non-Discrimination Statement:

The RCD does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted by the RCD.

After the Application Submission Deadline:

After the application filing period has closed, applicant eligibility will be verified. The applications of eligible applicants will then be forwarded to the Sonoma County County Board of Supervisors for review; the Supervisors may coordinate interviews with the applicants.

Role of the Board of Supervisors:

If the Board of Supervisors decides to make the appointment(s), an item will be placed on the Board agenda. Appointees will receive notification from the Resource Conservation District.

If the Board of Supervisors does not make the appointment(s) within 60 days after the expiration of the terms (the last Friday in November), the Board of Directors of the Resource Conservation District may make the appointments.

Contact Information:

Brittany Jensen, Executive Director, (707) 823-5244x11, Brittany@GoldRidgeRCD.org, Gold Ridge Resource Conservation District, 2776 Sullivan Rd, Sebastopol, CA 95472 (please call for driving directions).