**BACKGROUND INFORMATION / RESOURCES**

* District Mission Statement
* District History
* Job Description
* PCEP Template for Administrators and/or Educators - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/district-employee-professional-development#ProfessionalConservationEmployeesProgramPCEP-2762>
* Operational Agreements
* Long Range Plan (due every 5 years)
* Business Plan
* Contact Information
	+ Division - <https://www.ncagr.gov/divisions/soil-water-conservation/division-districts/division-staff-directory>
	+ NRCS Information - <https://www.nrcs.usda.gov/contact/state-office-contacts/north-carolina-state-office>
	+ NCASWCD - <https://ncaswcd.org/>
	+ NC Foundation for Soil and Water Conservation - <http://www.ncsoilwater.org/contact-us/>
	+ National Association of Conservation Districts (NACD) - <http://www.nacdnet.org/contact>
	+ NC Conservation District Employees Association - <https://www.nccdea.org/>
	+ NCASWCD Area
	+ Districts - <https://www.ncagr.gov/divisions/soil-water-conservation/division-districts/district-directory>
	+ County
	+ Local Schools
* “District Law” - NC General Statute – Chapter 139 – <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=139>
* Guidance for Open Meetings Law - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#OpenMeetings-2264>
* Guidance for minutes - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#OpenMeetings-2264>
* Guidance for filing and public records - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#PublicRecords-2266>
* Guidance for document retention - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#DocumentRetention-2265>
* Guidance for supervisor travel - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Guidance for LGBFCA - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>
* Guidance for district operations and management - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#ForManagers-2263>
* Listserv subscription info – email your Regional Coordinator - <https://www.ncagr.gov/divisions/soil-water-conservation/division-districts/division-staff-directory>
	+ SWCDistricts only
	+ NCSWCDistricts
	+ NC EE - <https://www.eenorthcarolina.org/>
* Local Projects
	+ Directions for phone systems
	+ Mail procedures
	+ District website work
	+ Environmental field days
	+ Envirothon training day
	+ Budget process
	+ Outreach – newsletters, tours, planned meals, etc.

**JULY**

Deadlines

* 1 – LGBFCA deadlines – balanced budget ordinance must be adopted - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>
* 1st Friday – noon – filing for elected supervisor seats closes (even years)
* 25 – LGBFCA – LGC 203 form due - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Length of Service Awards will be given at the Fall Meeting and the upcoming NCASWCD Annual Meeting; confirm those to be recognized with your regional coordinator

Events

* NC Soil & Water Conservation Commission meeting – <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

**AUGUST**

Deadlines

* Late August / early September – items due for September commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
* prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers
* Even years – reappointment for appointed supervisors may be considered at August Board Meeting (typical deadline September / October) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/board-appointment>

Projects

* For districts that manage their own finances, an audit for the previous fiscal year (July 1 – June 30) must be conducted
* *Consider making plans for local “thank you” breakfast / dinner*

Events

* Conservation Employees Training (CET) - <https://ncdswc-training-resources.constantcontactsites.com/upcoming-trainings>

**SEPTEMBER**

Deadlines

* 1 – NCASWCD Outstanding Accomplishments in Community Conservation - nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Outstanding Technical District – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Outstanding Employee of the Year (Administrative, Technical, NRCS Employee, Environmental Educator) – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Teacher of the Year – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD District of the Year – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Distinguished Service Award – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Urban Conservation Award – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – NCASWCD Supervisor of the Year – nominations due - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>

Reminders

* Consider/register those that will attend upcoming Fall Meetings
* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Begin work on district education contests (poster, essay, speech, slide show) - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* *Consider distributing a quarterly newsletter to landowners in your county*

Events

* NC Mountain State Fair - <http://www.mountainfair.org/mountain-state-fair.html>
* NC Soil & Water Conservation Commission meeting – <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

**OCTOBER**

Deadlines

* 15 – Secondary Employment Certification forms for staff that work in cost share programs - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>
* 15 – Cost Share Technical Assistance Billing Due (July, August, September) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>
* Late October / early November – items due for November commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers
* Remember hotel reservation and registration for NCASWCD Annual Meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#NCASWCDAnnualMeeting-2723>

Projects

* Share Envirothon resources with local schools

Events

* NCASWCD Fall Meetings
* NC State Fair - <http://www.ncstatefair.org/>

**NOVEMBER**

Deadlines

* 15 – Deadline for NC CDEA Professional District Employees Program application for certification - <https://www.nccdea.org/pdep>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Touch base with local schools re: Envirothon
* *Consider making plans for local Envirothon training day*

Events

* NCASWCD Fall Meetings
* NC Soil & Water Conservation Commission meeting – <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

**DECEMBER**

Deadlines

* 1 – NCASWCD Auxiliary Classroom Grant deadline - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1st Monday – new terms begin for supervisors – term of office paperwork should be completed - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/term-office>
* Share supervisor orientation manual with new supervisors - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/resource-materials>
* Mid December – items due for January commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>
* 30 - Deadline for annual refund of sales and use taxes paid on direct purchases and leases of tangible personal property and services in previous fiscal year (July 1 – June 30) – Department of Revenue Form E-585 - <http://www.dor.state.nc.us/localgovt/refundclaimants/index.html>
* 31 – Deadline for NC CDEA membership dues

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers
* Schedule conference room for local board meetings and other events for coming year
* Post schedule of local board meetings in accordance with Open Meetings Law (Chapter 143 Article 33C) - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/policies-rules-statutes>

Projects

* Touch base with local schools re: Envirothon
* *Consider planning a local work group (LWG) in the next couple months with NRCS and other stakeholders*
* *Consider distributing a quarterly newsletter to landowners in your county*
* *Consider hosting a “thank you” breakfast / dinner for your county*

**JANUARY**

Deadlines

* 15 – Cost Share Technical Assistance Billing Due (October, November, December) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>
* 25 – LGBFCA – LGC 203 form due - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>

Reminders

* Check with your Regional Coordinator re: supervisor terms set to expire this calendar year
* Check if your Long-Range Plan due this year
* Schedule employee reviews / staff development planning for calendar year; review JAA as part of this process - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/job-approval-authority>
* Collect receipts from supervisors who attend the NCASWCD Annual Meeting
* Consider/register those that will attend upcoming Spring Meetings
* Board should consider officers for the year (Chair, Vice Chair, Secretary, Treasurer)
* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms> - for those supervisors that attend the NCASWCD Annual Meeting, include Annual Meeting travel as well
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Contact Envirothon teams to remind them of registration deadlines

Events

* NCASWCD Annual Meeting – typically first Sunday following New Years, through Tuesday - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#NCASWCDAnnualMeeting-2723>
* NC Soil & Water Conservation Commission meeting – typically convenes during the NCASWCD Annual Meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

**FEBRUARY**

Deadlines

* 1 – Deadline for NC CDEA Professional Growth scholarship applications - <https://www.nccdea.org/scholarships>
* 28 – Supervisor disclosure forms due for all supervisors, each year - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/term-office>
* Late February / early March – items due for March commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

Reminders

* Those that will attend NCASWCD Annual Meeting – plan hotel reservations - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#NCASWCDAnnualMeeting-2723>
* Collect receipts from supervisors who attend Basic Training
* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms> - for those supervisors that attend Basic Training, include this travel as well
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Begin seeking student candidates for RCW
* Registrations for regional Envirothons likely to close

Events

* Basic Training - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#BasicTraining-2724>
* NCASWCD Spring Meetings
* NACD National Meeting - <http://www.nacdnet.org/>
* *Consider holding local Envirothon training day*

**MARCH**

Deadlines

* 1 – Cost Share Spring Supplemental Allocation Requests Due
* 31 – Application for Matching Funds for SWCDs Due - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>

Reminders

* Review Mutual & Cooperative Agreements, Civil Rights, Joint Plan of Operations
* NCASWCD Area Education Contests likely to be held in March
* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Begin considering cost share strategy plan for next program year
* Reminder re: cost share spot checks are due June 1 (supervisor travel may be claimed for participants)
* Districts that are a county department may have local budget deadlines
* *Consider distributing a quarterly newsletter to landowners in your county*
* *Consider a tour for County Commissioners, County Manger or others in your County to show off the good work that the district has completed this year*

Events

* Regional Envirothons held
* NCASWCD Spring Meetings
* NC Soil & Water Conservation Commission meeting – <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

**APRIL**

Deadlines

* 1 – Deadline for Area Education Contest winners to NCASWCD - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 15 – Cost Share Technical Assistance Billing Due (January, February, March) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>
* Late April / early May – items due for May commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers
* County financial year “winding down” so check supplies, etc. before check writing cut-off date

Projects

* Consider serving as a volunteer for the NC Envirothon - <https://sites.google.com/site/envirothonnc/home>
* For districts that manage their own finances, consider submitting draft district budget and budget message at April board meeting (due June 1) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>

Events

* NC Envirothon - <https://sites.google.com/site/envirothonnc/home>
* Stewardship Week – NACD’s national program to encourage Americans to focus on stewardship last Sunday in April through first Sunday in May - <http://www.nacdnet.org/stewardship>

**MAY**

Deadlines

* 15 – Cost Share Request for Payment and Technical Assistance Invoices from grant funds to be paid this fiscal year

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers
* Remember hotel reservation and registration for CET - <https://ncdswc-training-resources.constantcontactsites.com/upcoming-trainings>

Projects

* For districts that manage their own finances, consider advertising and holding a public hearing on the budget at the May board meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>
* Consider serving as a counselor for the RCW - <https://www.ncagr.gov/divisions/soil-water-conservation/programs-initiatives/education-programs/resource-conservation-workshop>

Events

* NC Soil & Water Conservation Commission meeting – <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>
* NCASWCD Speech Contest - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>

**JUNE**

Deadlines

* 1 – LGBFCA deadlines – draft district budget and budget message must be submitted - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/resources#FinancialAdministration-1949>
* LGBFCA deadlines – district must hold public hearing on budget
* 1 – NCASWCD Hall of Fame – nominations due - <https://ncaswcd.org/index.php/hall-of-fame/>
* 1 – NCASWCD Outstanding Conservation Farm Family – nominations due to NCASWCD - <https://ncaswcd.org/index.php/conservation-education/environmental-poster-and-essay-contest/>
* 1 – RCW student candidate due - <https://www.ncagr.gov/divisions/soil-water-conservation/programs-initiatives/education-programs/resource-conservation-workshop>
* 1 – Cost Share Technical Assistance Billing Due (April, May, pre-bill for month of June) - <https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>
* 1 – Cost Share Strategic Plans & Impaired and Impacted Stream Surveys due
* 1 – Cost Share Request for Payment for all state appropriated funds to be paid this fiscal year
* 2nd Monday – noon – filing for elected supervisor seats opens (even years)
* 30 – Cost Share Spot Check forms due
* 30 – Cost Share Contracts encumbering current program year funds
* 30 – Cost Share Extension Requests due to the division
* 30 – Cost Share request for payment due for contracts about to expire
* 30 – LGBFCA deadlines – Form INV-91 due to Local Government Commission
* Late June / early July – items due for July commission meeting - <https://www.ncagr.gov/divisions/soil-water-conservation/commission/meetings>

Reminders

* Board Meetings:
	+ make sure meeting is posted appropriately
	+ check with supervisors and staff for agenda items
	+ send board meeting packets to supervisors and interested parties
	+ contact supervisors and interested parties with meeting reminders as appropriate
	+ prepare supervisor travel vouchers - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/travel-and-reimbursement-forms>
* Board Meeting Follow Up:
	+ minutes
	+ upload approved minutes to Sharepoint
	+ submit supervisor travel vouchers

Projects

* Begin working on your district’s Annual Report
* Reminder for cost share staff to advertise that funds are available
* For districts that manage their own finances, consider adopting budget at June board meeting (due July 1)
* *Consider distributing a quarterly newsletter to landowners in your county*

Events

* Resource Conservation Workshop – NCSU - <https://www.ncagr.gov/divisions/soil-water-conservation/programs-initiatives/education-programs/resource-conservation-workshop>