



Student Associate Director Appointment, Roles, and Responsibilities

This document describes the appointment, roles, and responsibilities of the Oregon State University (OSU) - North American Youth Parliament for Water (NAYPW) Student Associate Director of Benton Soil & Water Conservation District (BSWCD).

Associate Directors are valuable contributors to BSWCD. They expand the knowledge base that supports BSWCD, provide additional community input, and strengthen the Board's decision-making process.

Appointment

Associate Directors are volunteers appointed by the BSWCD Board of Directors and serve without pay. The BSWCD Board should record in its minutes when an Associate Director is appointed, removed, or resigns. The Student Associate Director must be a Benton County resident and of voting age.

Roles and Responsibilities

The Student Associate Director's term of service is a minimum of one academic year and a full term maximum of two years. At the end of the term, the Student Associate Director could be reappointed for another term or a different student could be appointed. The Student Associate Director is required to attend at least four regular BSWCD Board meetings per academic year. The October Board meeting will be attended by the Student Associate Director and marks the beginning of the Student Associate Director's term of service.

Associate Directors, once officially appointed by the Board, are covered by the same general liability insurance as the Directors while doing BSWCD work. Associate Directors do not vote on BSWCD Board decisions. As an individual, the Student Associate Director does not speak for, or represent, the BSWCD Board. However, while serving in the role of Student Associate Director, they can augment the BSWCD Board's knowledge and experience level and assist with the BSWCD programs and activities.

The Student Associate Director will be a representative of the NAYPW network in the OSU community to BSWCD. The individual in this role will fulfill dual specifications and expectations from the two organizations they will link, BSWCD and the OSU/NAYPW club community.

BSWCD Expectations of the Student Associate Director

Through their connection with the OSU/NAYPW club community, the Student Associate Director will participate in and support BSWCD activities in the following ways:

- Attend quarterly check-in meetings with designated BSWCD staff liaison to identify and coordinate joint efforts between OSU/NAYPW-BSWCD and to



ensure that the expectations of this agreement are being met by both parties. These meetings will take place outside of BSWCD Board meetings.

- Serve as primary point of contact for organizing volunteer opportunities between the NAYPW club, OSU campus, and BSWCD.
- Participate in and support BSWCD activities and events by:
 - Coordinating directly with appropriate BSWCD staff person on program-specific volunteer opportunities;
 - Participation in training opportunities, where appropriate;
 - Attending annual budget committee meeting, if possible;
 - In partnership with BSWCD, helping to develop, promote*, and contribute to OSU/NAYPW/BSWCD activities based on student community interest, experience level, and availability.

NAYPW Expectations of the Student Associate Director

Within the OSU/NAYPW community, the Student Associate Director will:

- Promote, advertise, and coordinate any volunteer opportunities with BSWCD. *
- Develop volunteer teams from campus students and set shifts to get volunteers to programs for volunteer partnerships with BSWCD.
- Secure university permission for driving and vanpool permissions. BSWCD does not provide vehicle insurance.
- Develop presentations/reports/summaries/announcements/and other communications for OSU campus NAYPW members about BSWCD's priority conservation topics. *
- Help raise awareness of OSU/NAYPW-BSWCD partnership activities and opportunities, including but not limited to developing oral and written reports to BSWCD and NAYPW Board members and club community, social media promotion, etc. *

*Any communications materials created by NAYPW students for the NAYPW/BSWCD partnership must be reviewed and approved by the BSWCD Communications Manager before being distributed. Any communications materials created by BSWCD featuring members of the NAYPW or World Youth Parliament for Water regarding the NAYPW/BSWCD partnership should be reviewed and approved by the Student Associate Director prior to distribution.