

## JOB DESCRIPTION:

### **Lewis County Noxious Weed Control Board Member**

#### Function:

The Lewis County Noxious Weed Control Board recognizes the control of noxious weeds as a community-wide effort, requiring all landowners to control the growth and spread of noxious weeds on their own property in order to prevent the infestation of adjacent lands. The Washington State Noxious Weed Law, the RCW 17.10, establishes priorities for control activities and the delineation of duties of various legal entities. County weed boards work to develop local programs that reflect these measures. By state statute, county weed boards have the authority to carry out a variety of actions to direct the control of noxious weeds, such as hiring staff, determining program activities within the parameters established by the weed law, selecting local priorities that complement the state's directives, and enforcing the law when necessary and appropriate. They also serve as the first board of appeal in cases of enforcement.

#### Responsibilities:

The Weed Board shares the responsibility for governing the County Noxious Weed Control program with the State Weed Board and the Board of County Commissioners. In addition to adopting the county weed list on an annual basis, the Weed Board is directly responsible for determining agency policy in the following areas: rules and regulations, enforcement procedures, planning & development, finances, community relations, human resources, and operations.

Noxious Weed Board Members share responsibilities in these key areas:

#### *Human Resources*

- Recruiting weed board applicants, recommending nominees to the Board of County Commissioners, and orienting new weed board members.
- Training, evaluating, and recognizing existing weed board members. Providing board members with opportunities to grow and develop as leaders.
- Selecting, motivating, and evaluating the Program Coordinator.
- Establishing policy, including recognition for volunteer involvement or other service.
- Electing a Chair of the Weed Board from among the members, as well as a Vice-Chair and other offices as it deems appropriate.

### *Planning & Development*

- Evaluate and establish the work plans, mission, and goals of the Weed Board annually.
- Review and adopt the county weed list, annually.
- Periodically review and adopt policies within the Weed Board's Rules and Regulations, as well as the Enforcement Guidelines.
- Conduct short-term and long-term planning for the Weed Board and the Noxious Weed Program.
- Prioritize and evaluate the projects and programs that the Weed Board will provide.
- Ensure adequate resources to achieve the Weed Board's responsibilities and to implement its programs and projects.

### *Finance*

- Provide oversight for the ongoing process of budget development and management.
- Ensure the financial accountability of the Weed Board.

### *Community Relations*

- Promote the Weed Board's purpose, projects, and programs to the public, including serving as an emissary of the Weed Board to the community.
- Provide opportunities for constituent feedback and suggestions to ensure that Weed Board projects and programs address the community's and constituent needs.
- Promote cooperative action with property owners and other organizations, in support of projects and programs.
- Promote cooperative action with property owners and other organizations when exercising Weed Board authority.

### *Operations*

- Ensure that the Board's administrative systems, organization, and operations are adequate, appropriate, and responsive to both state statutes and the county Weed Board's own mission and goals.

### Requirements for Noxious Weed Board Service:

- Demonstrated interest in the mission and goals of the Weed Board.
- Reside in the district from which they are seeking appointment.
- Representative of the district from which each Weed Board member is appointed, and ideally, engaged in the management and/or production of agricultural, forest, or other natural resource interests in their area.
- Experience and/or knowledge in one or more areas: human resources, planning & development, finance, community relations, or operations.
- Willingness to expand knowledge and/or their responsibilities on the Weed Board through orientation and training, attending meetings, and other avenues.
- Willingness to represent the Weed Board and its goals to the community.
- Willingness to contribute time to Weed Board meetings, conferences, training, and community activities, consisting of *at least* one quarterly meeting.
- Able and willing to commit to serve for a term of four years.

### Compensation:

- As a volunteer position, the weed board members do not receive a salary, but shall be compensated for actual and necessary expenses incurred in the performance of their duties. This includes a mileage reimbursement for travel to and from meetings at the standard county rate.