

SUBPART B - EXHIBITS

**NATURAL RESOURCES CONSERVATION SERVICE
U.S. DEPARTMENT OF AGRICULTURE**

REPRESENTATION ON BOARDS, COUNCILS, AND COMMITTEES

SAMPLE PLAN OF ACTION

CHIEF

DATE

DEPUTY CHIEF FOR PROGRAMS

DATE

DIRECTOR, CIVIL RIGHTS DIVISION

DATE

MISSION:

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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Objective: To improve the representation of minorities, females and persons with disabilities on Soil and Water Conservation District Boards, Councils, and Committees.

A. Goal 1: In cooperation with states and districts, inform public including farmers/producers about the right to representation and procedures for membership election or appointment for district boards, councils, and committees.

| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|---|-------------|---|-----------------|
| 1. Develop brochure in concert with state conservation agencies/organizations to inform public about membership election or appointment procedures. | 4/03 | STC ASTC(P) | |
| 2. Develop a poster focusing on what women, minorities, and persons with disabilities can offer to conservation programs. | 6/03 | Director PID, NHQ | |
| 3. Include success stories in Soil and Water Conservation News contributions made by women, minorities, and persons with disabilities as representatives of local boards, councils, and committees to conservation efforts. | Continuing | STC PAS | |
| 4. Include the significance of women, minorities and persons with disabilities representation on district boards, councils, and committees as part of the message from the Chief in Soil and Water Conservation News. | Continuing | Chief Director PID, NHQ | |
| 5. Key officials use speech inserts to emphasize the significance of women, minorities and persons with disabilities representation on boards, councils, and committees. | Continuing | Chief Associate Chief Assistant Chiefs Deputy Chiefs STCs | |

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| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|--|-------------|------------|-----------------|
| 6. Encourage local district boards to contact and utilize the services of local minority mass media and television stations for outreach to disseminate information regarding election/selection of district boards, council, and committee members. | Continuing | STC PAS | |
| B. <u>Goal:</u> Encourage head of each state conservation agency review election laws of that state pertaining to election/appointment of local district boards and suggest changes that are necessary, to ensure equal representation. | | | |

| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|---|-------------|------------|-----------------|
| 7. Review with state agencies district election laws to facilitate changes to provide for representation of all eligible voters in district elections. | Continuing | STC | |
| C. <u>Goal:</u> Jointly explore and formulate initiatives to increase minorities, female, and persons with disabilities representation on district boards, councils, and committees and report progress annually. | | | |

| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|---|-------------|------------|-----------------|
| 8. Review current board membership data with state conservation agencies and discuss the opportunities and benefits of having minorities, female, and persons with disabilities representatives in local boards/councils who are impacted by the boards/councils decisions regarding conservation programs. | Annually | STC | |

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| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|--|-------------|---------------------------------------|-----------------|
| 9. Assist state conservation agencies/ committees to identify minorities, females, and persons with disabilities for appointment to the local boards, when requested. | Continuing | STC ASTC (P) DCs | |
| 10. Discuss the civil rights responsibilities of the districts and NRCS during the annual review of the supplemental Memorandum of Understanding (MOU). | Continuing | STC ACs DCs | |
| 11. Identify and recommend to district boards names of females, minorities, and persons with disabilities to serve as associate advisory board members. | Continuing | STC ACs DCs | |
| 12. Initiate a joint letter signed by Chief, NRCS, and the leadership of the National Association of Conservation Districts (NACD) to jointly identify actions that will help improve female, minorities, and persons with disability representation on boards/councils. | 2/03 | Chief Deputy Chief for Programs | |
| D. Goal: Establish a monitoring system to track minorities, female and persons with disabilities representation on boards, councils, and committees and report progress annually. | | | |

| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|---|-------------|-------------------|-----------------|
| 13. Document any resultant changes relative to board/ council membership composition and report progress to the state conservationist annually. | Continuing | STC ACs DCs | |

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| <u>Actions:</u> | <u>When</u> | <u>Who</u> | <u>Progress</u> |
|--|-------------|-------------------------|-----------------|
| 14. Maintain and report progress of membership composition of boards, councils, and committees as part of the annual Civil Rights Implementation plan update. | Continuing | STC | |
| 15. Review efforts during onsite civil rights compliance reviews relative to outreach and other appropriate actions for increased representation of minorities, females, and persons with disabilities on district boards, councils, and committees. | Continuing | STC Director, CRD | |

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