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SPECIAL DISTRICTS  
ASSOCIATION OF OREGON





Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

# PROGRAM BENEFITS

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

# ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

# PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.



# MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or an approved affiliate organization.

## **Module 1: Board Member Basics**

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

## **Module 2: Statutory Responsibilities**

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Public Records
- Public Contracting
- Local Budgeting and Finance

## **Module 3: Risk Management**

*Participants will need to complete modules 1-3 to receive a silver-level certificate.*

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

## **Module 4: Human Resources**

*Participants will need to complete modules 1-4 to receive a gold-level certificate.*

- Evaluating your Executive Director / General Manager
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

## *Bronze Certificate*

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

## *Silver Certificate*

Participants will need to complete bronze-level requirements and module 3 to receive a silver-level certificate.

## *Gold Certificate*

Participants will need to complete silver-level requirements and module 4 to receive a gold-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.



# TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to [memberservices@sdao.com](mailto:memberservices@sdao.com).

*In order to receive credit for the trainings, participants must:*

- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to [memberservices@sdao.com](mailto:memberservices@sdao.com) or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

# RECOGNITION

Participants who successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference, and a spotlight on SDAO's social media and newsletter.

# QUESTIONS

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email us at [memberservices@sdao.com](mailto:memberservices@sdao.com).





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