

# SDAO BOARD LEADERSHIP ACADEMY







SDAO recognizes the significant responsibility that comes with being appointed or elected to a special district board. Staying informed about the rules and regulations governing special districts is crucial.

The SDAO Board Leadership Academy is designed to equip Oregon's special district board members with the tools necessary for exceptional leadership and governance. Our self-paced, self-tracked program offers comprehensive training and education in areas such as board member basics, statutory obligations, risk management, and human resources.

Participants can tailor their learning experience to meet their unique needs through three different certificate tracks: bronze, silver, and gold, awarded upon completion of the respective module requirements.

# PROGRAM BENEFITS

Special district board members that participate in this program will:

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

## Eligibility and 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

There are four educational modules within the Board Leadership Academy. Various educational opportunities are available 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, conferences, and other events. Online options are also available. Credit-eligible courses will be specifically indicated within the course description during online registration and on any course marketing materials.



# MODULES

Below are the program modules and required training topics 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

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

## MODULE 2: STATUTORY RESPONSIBILITIES

- Local Budgeting and Finance
- Public Contracting
- Public Records

## MODULE 3: RISK MANAGEMENT

- ADA Compliance
- Analyzing Exposure to Risk
- Disaster Preparedness
- General Risk Management
- Succession Planning

## MODULE 4: HUMAN RESOURCES

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



## CERTIFICATES

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All training topics 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 modules 1, 2, and 3 to receive a silver-level certificate.

### GOLD CERTIFICATE

Participants will need to complete modules 1, 2, 3, and 4 to receive a gold-level certificate.

Program participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels.



## TRACKING AND COMPLETION

This is a self-tracked, self-paced program. Participants must track their own progress using their self-tracking worksheet. SDAO will not track credits. SDAO will provide attendance confirmations following each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for their certificate(s) by submitting their tracking worksheet and attendance confirmations to [memberservices@sdao.com](mailto:memberservices@sdao.com).

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

- Complete the self-tracking worksheet (SDAO does not track credits).
- Attach copies of attendance confirmations for all trainings.
- Submit all documents to ***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. Sometimes, mail is not reliable and can get lost.

Upon receipt of the above, participants will receive a certificate of completion. We encourage individuals to continue staying informed, regularly updating their knowledge, and taking additional training on local government issues even after finishing the program.

## QUESTIONS

If you have any questions, please contact SDAO Member Services at ***800-285-5461*** or ***memberservices@sdao.com***.





**SDAO**  
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