

RESPONSIBILITIES AND DUTIES OF
EXTENSION SOIL CONSERVATIONISTS

Iowa

The purpose of this statement is to define the duties, responsibilities and relationships of the Extension Soil Conservationists in assisting in carrying out a Soil Conservation Program in the state.

Two phases of work are involved--namely, (1) education, (2) technical planning and operation or execution of plans on the land. The Extension Service and the Soil Conservation Service have the primary responsibility for this program. Under a memorandum of understanding between the Iowa Extension Service and the Soil Conservation Service, the Extension Service is responsible for the educational phases of the program. The Soil Conservation Service as an action agency is to provide technical and material assistance in the conservation and proper use of soil and water resources.

Under this memorandum of understanding, Extension Soil Conservationists are employed jointly by the two services. These Extension Soil Conservationists are administratively responsible to the Extension Director and take the leadership in developing and carrying out an educational program in soil conservation.

In carrying out this responsibility the Extension Soil Conservationist will:

1. Assist the County Extension Directors and the District Extension Supervisors in:
 - A. Informing farm people of the provisions of the State Soil Conservation district law and in assisting them in the educational work in connection with the organization and functioning of soil conservation districts.
 - B. Assisting the district governing bodies having organized districts in program planning and in carrying on educational programs as set forth in the district plan of work.
2. To cooperate with Extension Service personnel in:
 - A. Correlating the work of subject matter departments contributing to the soil conservation program.
 - B. Developing and carrying out of leader training programs for farm leaders, Extension and Soil Conservation Service personnel and personnel of other agencies.
 - C. Preparing bulletins, teaching materials and other information on subjects relating to soil conservation.
3. To cooperate with the Soil Conservation Service:
 - A. With the State Conservationists in arranging for training schools, subject matter information and specialist help.
 - B. With work groups and work units in educational techniques, group planning procedures and use of subject matter material.

The Extension Soil Conservationists are responsible to the subject matter departments of the college for technical information used in developing and carrying out of a correlated educational program. Also he may assist in subject matter fields by assignment from the Director of Extension. While such assistance is being given he will be under the supervision of the Extension subject matter section or sections involved.

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In carrying out this responsibility the Extension Soil Conservationists will:

1. Assist the County Extension Director and the District Extension Supervisors in:
 - A. Informing farm people of the provisions of the State Soil Conservation District law and in assisting them in the educational work in connection with the organization and functioning of soil conservation districts.
 - B. Assisting the District governing bodies having organized districts in program planning and in carrying on educational programs as set forth in the district plan of work.
2. To cooperate with Extension Service personnel in:
 - A. Correlating the work of subject matter departments now existing to the soil conservation program.
 - B. Developing and carrying out of teacher training programs for farm leaders, Extension and Soil Conservation Service personnel and personnel of other agencies.
 - C. Preparing bulletins, teaching materials and other literature on subjects relating to soil conservation.
3. To cooperate with the Soil Conservation Service:
 - A. With the State Conservationist in extending for training, schools, subject matter instruction and material help.
 - B. With work groups and work units in educational techniques, group planning procedures and use of subject matter material.

The Extension Soil Conservationists are responsible to the subject matter departments of the college for technical instruction used in developing and carrying out of a correlated educational program. Also he may assist in subject matter fields by assignment from the Director of Extension. While such assistance is being given he will be under the supervision of the Extension subject matter section or sections involved.

MEMORANDUM OF UNDERSTANDING

between

 Soil Conservation District

and

Iowa Agricultural Extension Service

It is recognized that the basic purpose of a soil conservation district is the conservation of soil and water resources and the control and prevention of erosion as set forth in the State Soil Conservation Districts Law.

The Iowa Agricultural Extension Service and the Soil Conservation District recognize that successful accomplishment can only be obtained through mutual helpfulness and that cooperation is chiefly a matter of working together to a common end.

To coordinate the efforts of the cooperating agencies, to avoid duplication, confusion of methods, and over-lapping of work, it is agreed that:

A. The Iowa Agricultural Extension Service will cooperate and provide assistance when requested by the Soil Conservation District Commissioners by:

1. Supplying information needed in the development of the district program and work plan.
2. Providing personnel needed to assist in the development, review, and any necessary revisions of the program and work plan.
3. Training personnel and local leaders in subject matter information, and in methods of procedure.
4. Suggesting plans and methods for developing and carrying out an effective educational program.
5. Providing personnel needed to assist in effectuating the educational program after it has been developed.
6. Assisting in making effective use of demonstrations that have been developed, and in correlating the efforts of agencies carrying on soil conservation activities in the district.

B. The Soil Conservation District Agrees to:

1. Submit to the Director of Extension a copy of the program and work plan prepared by the district.
2. Prepare an amendment or supplemental plan for the educational program if this is not set forth in the original program or work plan.
3. Request the kind and amount of assistance desired as far in advance as possible.
4. Make all requests for assistance in the district educational program to or through the Extension Service.
5. Submit annual report.

(Over)

C. It is mutually agreed that:

1. The kind and amount of assistance provided by the Extension Service will be agreed upon by the District Commissioners and the Extension Service. The County Agricultural Agent is a member of the Extension Service and is the representative of the Extension Service in the county.
2. Neither the Extension Service nor the _____ Soil Conservation District shall be bound by this memorandum of understanding at any time for any funds or services in excess of available appropriations or beyond the period or periods authorized by law.
3. Every effort will be made to inform other agencies of the District program and to enlist their cooperation and assistance in a unified attack on the program of soil conservation and erosion control.
4. This memorandum will serve as a basis for cooperation between the _____ Soil Conservation District and the Iowa Agricultural Extension Service, and has been prepared in accordance with Section 8, Article 2, of Chapter 125.1, 1939 Code of Iowa.
5. This memorandum shall become effective when signed by the District Commissioners and the Extension Director and shall continue until terminated by mutual consent of the cooperating parties or until abrogated by either party by a submission of notice in writing to the other party sixty (60) days in advance of such termination. Requests for major changes shall be submitted to the other party ninety (90) days in advance of the effective date desired unless mutually agreed in writing.

Approved:

Soil Conservation District. Iowa Agricultural
Extension Service,

By: _____ Chairman.

By: _____
Director

Date: _____

Date: _____

DUTIES AND RESPONSIBILITIES OF AGENCIES CONCERNED
WITH SOIL CONSERVATION DISTRICTS

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In the development and operation of a soil conservation district the following groups have duties and responsibilities which are herewith briefly stated:

- I. State Soil Conservation Advisory Committee (Director of Iowa Extension Service, Director of Iowa Agricultural Experiment Station and State Coordinator of Soil Conservation Service.)

The State Soil Conservation Advisory Committee will assist in formulating programs for all soil conservation work in the state, in coordinating various agencies concerned with soil conservation, in locating demonstrations and other projects, in encouraging the formation by farmers of soil conservation associations and in otherwise contributing to a unified plan of action. They serve not only to bring together all state and federal information on soil conservation but also to point out specific problems requiring research. A works committee of subject matter specialists assists the advisory committee.

- II. State Soil Conservation Committee (Consisting of three farmers appointed by the Governor, Director of Iowa Agricultural Extension Service and State Secretary of Agriculture, with State Coordinator of SCS as advisor.)

The duties and powers of the State Soil Conservation Committee are prescribed by law. In the main they are:

- A. To disseminate information concerning districts and to encourage the formation of districts where their organization is desirable.
- B. To assist in district organization and development.
- C. To coordinate programs of districts by advice and consultation.
- D. To assist in securing cooperation of federal, state and local agencies.

- III. District Governing Body. (Three residents of district elected by land owners and known as district commissioners.)

All operations or activities within the district in the development and the carrying out of the district program and of the district work plan are the responsibility of this governing body.

- IV. Iowa Agricultural Extension Service.

The Iowa Agricultural Extension Service is responsible for the agricultural educational program within the state. It will cooperate with the district governing body in carrying on the district educational program.

In order to avoid duplication of agricultural extension activities, educational work carried by a district must be in cooperation with the Extension Service and pursuant to a cooperative agreement entered into as prescribed by state law.

V. Iowa Agricultural Experiment Station.

The Iowa Agricultural Experiment Station is responsible for the agricultural research program carried on within the state. It will cooperate with the district governing body in research programs.

In order to avoid duplication of research activities, any research program carried on by districts must be in cooperation with the Iowa Agricultural Experiment Station and pursuant to a cooperative agreement entered into as prescribed by state law.

VI. Soil Conservation Service.

By virtue of congressional action and administrative rulings, the major part of the SCS assistance is being made available to Soil Conservation Districts. Assistance of all types approved by the U. S. Department of Agriculture will be offered insofar as resources permit and appropriate arrangements may be worked out which are mutually satisfactory to the district and the Service.

VII. Other Agencies, Groups and Individuals.

County, state and federal agencies may be asked to give assistance to a district.

County - Farm organizations such as Farm Bureau, Farmers Union, Grange; planning committees; boards of supervisors, county agent; vocational agriculture instructors; superintendent of schools, etc.

State - State Department of Agriculture, State Conservation Commission, Highway Commission, etc.

Federal - Bureaus of U.S.D.A. such as Agricultural Adjustment Administration, Farm Security Administration, Forest Service, Soil Conservation Service, etc.

(See "A Statement by the Secretary of Agriculture Concerning Department Cooperation with Soil Conservation Districts." September 21, 1940).