

**Name:** \_\_\_\_\_  
**District:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**Leadership Development Training Quiz  
for  
History of Conservation District Movement Module**

1. What was a driving factor for the development of conservation districts?
  - a. Dust Bowl
  - b. WW II
  - c. 1929 stock market crash
  - d. WW I
  
2. There are approximately how many Conservation Districts nationwide?
  - a. 1,000
  - b. 2,000
  - c. 3,000
  - d. 5,000
  
3. What was the first Pennsylvania County to enact a Conservation District?
  - a. Greene
  - b. Potter
  - c. Dauphin
  - d. Westmorland
  
4. True or false. The County of Philadelphia has a Conservation District.
  - a. True
  - b. False
  
5. Where is the State Conservation Commission housed?
  - a. Department of Environmental Protection
  - b. Department of Conservation and Natural Resources
  - c. Department of Community and Economic Development
  - d. Pennsylvania Department of Agriculture

Name: \_\_\_\_\_  
District: \_\_\_\_\_  
Position: \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Conservation District Law Module**

1. The SCC provides support, funding, administration and oversight of conservation districts, directors and staff and other cooperating organizations and individuals. True or false.
  - a. True
  - b. False
2. Notification of the Commission is required for all but which?
  - a. Memoranda of Understanding and/or other formal agreements between the district and county agencies or local municipalities
  - b. Appointment of district directors
  - c. District's annual program of work
  - d. District director salary
3. Directors that are absent from meetings may be removed from the board if they are absent more than how many times per year?
  - a. Three
  - b. Four
  - c. Five
  - d. Six
4. Conservation Districts Are:
  - a. Local Unit of County Government
  - b. A department of County Government
  - c. A Subdivision of State Government
  - d. An advisory unit of Federal Government
5. What law authorized the formation of Pennsylvania Conservation Districts as a subdivision of state government, and governs their operations and activities?
  - a. Act 38 of 2005, the Nutrient and Odor Management Act
  - b. Act 217 of 1945, the Conservation District Law
  - c. Act 394 of 1937, the Clean Streams Law
  - d. Act 97 of 2007, the Resource Enhancement And Protection Act(REAP)

Name: \_\_\_\_\_

6. What decisions made by the board are part of the public record?

- a. Any motions made and acted on at a public meeting
- b. Decisions made in executive sessions
- c. No decisions made by district boards are public record
- d. Both a and b above

7. The Chairmanship of the State Conservation Commission rotates annually between?

- a. Executive Secretary of the State Conservation Commission and Executive Secretary of the PA Association of conservation Districts
- b. Secretary of PA Dept. of Agriculture and Executive Secretary of the State Conservation Commission
- c. Secretary of PA Dept of Agriculture and Secretary of PA Dept. of Environmental Protection
- d. Secretary of Department of conservation and Natural Resources and Director of Cooperative Extension

8. Which of the following are powers and duties of the State Conservation Commission?

- a. Hire and evaluate district employees
- b. Approve and monitor delegation agreements
- c. Review fees and services of conservation districts
- d. Both b & c

9. State Conservation Commission approval is required when districts enter into contracts of less than \$250,000? True or False

- a. True
- b. False

10. Which of the following is a voting member of the conservation district board of directors?

- a. District Manager
- b. County Commissioner/ County Council Director
- c. Conservation District Field Representative
- d. Associate Director

**Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Laws Relating to Conservation Districts Module**

1. Which one of these employment laws is a Conservation District not subject to?
  - a. Equal Pay Act
  - b. Mann Act
  - c. Americans with Disabilities Act of 1990
  - d. Civil Rights Act of 1964
  
2. A Conservation District should always consult an employment law attorney when the district is adopting personnel policies or taking personnel actions? True or false.
  - a. True
  - b. False
  
4. Which Act (law) requires conservation district board meetings to be publicized, open to the public and ensures that all official actions take place at meetings that are open to the public?
  - a. PA Right-to-Know Act
  - b. PA Conservation District Law
  - c. PA Sunshine Act
  - d. None of the above
  
5. What Act (law) requires Conservation Districts to provide documents to the public when a request is made?
  - a. PA Right-to-Know Law
  - b. PA Conservation District Law
  - c. PA Sunshine Act
  - d. None of the above
  
6. What Act (law) governs the ethics of conservation district directors as “public officials” and assures the Commonwealth’s citizens that the financial interest of public officials do not conflict with the public trust?
  - a. PA Conservation District Law
  - b. PA Public Official and Employee Ethics Act
  - c. PA Right-to-Know Act
  - d. None of the above

**Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Relationships and Partners Module**

1. What is the 14-member commission that has a primary function of providing oversight and support to the state's 66 county conservation districts for the implementation of conservation programs?
  - a. CDFAP
  - b. SCC
  - c. REAP
  - d. EQIP
  
2. PDA assists the State Conservation Commission in the administration of programs developed by the Commission that support agricultural.
  - a. True
  - b. False
  
3. What is/are the role(s) of the DEP?
  - a. Ensures the wise use of Pennsylvania's natural resources
  - b. Protects and restores the natural environment
  - c. Protects public health and safety
  - d. All of the above
  
4. Which program is not a Farm Bill Program?
  - a. Emergency Watershed Protection Program (EWPP)
  - b. Conservation Reserve Enhancement Program (CREP)
  - c. Wetland Reserve Program (WRP)
  - d. Environments Quality Incentive Program (EQIP)
  
5. Through what college or university through the Cooperative Extension do agents, faculty, and local volunteers work together to share unbiased, research-based information with local residents?
  - a. Temple University
  - b. Villanova University
  - c. Penn State University
  - d. University of Pittsburgh

Name: \_\_\_\_\_

6. What is the Natural Resources Conservation Service (NRCS) and what do they do?
- a. State agency that works with landowners to provide technical service and implement conservation practices in cooperation with conservation districts
  - b. Federal agency that provides technical services and implement conservation practices in cooperation with conservation districts
  - c. A State agency that delegates programs to conservation districts
  - d. A national charitable organization that lobbies for conservation efforts
7. What is the Department of Environmental Protection's (DEP) role in relation to Conservation Districts?
- a. Delegate and contract programs to districts
  - b. Provide funding for conservation districts to implement DEP programs
  - c. Provide support and training to district directors and staff
  - d. All of the above
8. What is the Department of Agriculture's (PDA) role in relation to Conservation District?
- a. Delegate and contract programs to districts
  - b. Provide funding for conservation districts to implement PDA programs
  - c. Provide support and training to district directors and staff
  - d. All of the above
9. What is the Pennsylvania Association of Conservation Districts (PACD)?
- a. State agency that works with conservation districts
  - b. Federal agency that works with conservation districts
  - c. A nonprofit organization that serves as the collective voice of Pennsylvania's Conservation Districts
  - d. A government agency that provides funding for conservation districts
10. County Government is required to \_\_\_\_\_
- a. Appoint a commissioner or County Council member to the district board of directors
  - b. Provide funding to the district
  - c. Appoint district directors to the board
  - d. Both a & c

**Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Leadership Module**

1. Where must active attendance and participation by board members be?
  - a. Board meetings
  - b. Committees
  - c. Programs
  - d. All of the above
  
2. Clear roles and expectations of board members can be provided by?
  - a. Orientation and mentoring for new directors
  - b. Director Handbook
  - c. Job description
  - d. All of the above
  
3. Board members should recognize they have a common ownership of all district programs. True or false
  - a. True
  - b. False
  
4. Who approves the district's strategic long range plan?
  - a. Department of Environmental Protection
  - b. District Manager
  - c. State Conservation Commission
  - d. District Board
  
5. In order to understand the bigger conservation picture, the board should
  - a. Understand the roots of conservation districts
  - b. Have knowledge of regional, state, and national conservation programs
  - c. Participate in regional, state and national associations
  - d. All of the above

**Name:** \_\_\_\_\_

6. A properly managed meeting will ensure the following occur

- a. Meeting minutes are not kept
- b. That Sunshine, Ethics and Right to Know laws are followed
- c. Board decisions do not reflect district policy
- d. Votes are cast by secret ballot

7. A conservation district board member's role includes:

- a. Developing and adopting the vision and mission of the conservation district
- b. Developing the District's Strategic Long Range plan
- c. Developing policy decisions that provide clear guidance on district functions and programs
- d. All of the above



Name: \_\_\_\_\_  
District: \_\_\_\_\_  
Position: \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Operational Oversight & Policy Module**

1. Which is not a proactive policy regarding office operations and program delivery procedures?
  - a. Operational Policies
  - b. Personnel Policies
  - c. Fiscal Policies
  - d. Religious Policies
  
2. At a minimum, how often should your conservation district evaluate the success it had in reaching the goals and objectives it planned and capture the “whys” of what worked and what didn’t.
  - a. Daily
  - b. Weekly
  - c. Monthly
  - d. Yearly
  
3. As the governing body of the District, the board of directors has the responsibility for overseeing the proper management and growth of the District programs. True or False.
  - a. True
  - b. False
  
4. Why is it important for the district to have a written personnel policy or a written employee handbook?
  - a. To help ensure that employment laws are followed
  - b. So that correct hiring and firing procedures are followed
  - c. In order for the manager and board to have clear guidance to handle various situations
  - d. all of the above
  
5. Why should the roles and expectations of the manager and staff be clearly defined in writing through a job description or similar document?
  - a. To set a baseline for performance expectations and performance evaluation
  - b. To enable the manager to effectively carryout the mission of the district
  - c. There is no need to have them clearly defined
  - d. Both a and b above

**Name:** \_\_\_\_\_

6. Why should the district have a staff and manager evaluation process?
  - a. To set new goals for the manager and staff
  - b. To evaluate past performance
  - c. To identify professional development needs
  - d. All of the above
7. What is the benefit to the district to having a professional development plan for staff?
  - a. Target training to improve employee's skill set
  - b. Cross training staff
  - c. Optimize training acquired to best utilize time
  - d. All of the above
8. How do you hinder a trusting relationship between directors and staff?
  - a. Micro manage staff and manager
  - b. Set clear expectations for the manager and staff
  - c. Have an effective evaluation process
  - d. Recognize and reward good work
9. What are the benefits of strategic Planning?
  - a. Identify community natural resource needs
  - b. Guarantees that all current programs will continue into the future
  - c. Identify strategy to meet natural resource needs
  - d. Both a & c
10. True or False. An annual plan does not include measurable goals.
  - a. True
  - b. False
11. What is a benefit to having associate directors or volunteers to the board?
  - a. They can be an alternate voting member of the board
  - b. Provides a pool of resources and specialized expertise to implement district programs
  - c. They can do chapter 102 inspections when staff is unavailable
  - d. All of the above
12. How does the board and district benefit from having and using active committees?
  - a. Provide advice to the board on program decisions
  - b. Analyze and develop proposed policies
  - c. Make program decisions for the board
  - d. Both a & b

Name: \_\_\_\_\_

District: \_\_\_\_\_

Position: \_\_\_\_\_

**Leadership Development Training Quiz  
for  
Fiscal Management Module**

1. A Conservation District has the authority to levy taxes? True or false.
  - a. True
  - b. False
  
2. State agencies that have a line item in their budget for the Conservation District Fund do not include...
  - a. DCNR
  - b. DEP
  - c. PDA
  - d. None of the above
  
3. Districts must have an annual audit completed by a certified public accountant and submitted to the SCC by what date?
  - a. July 1
  - b. August 1
  - c. October 1
  - d. November 30
  
4. Funds obtained by conservation districts are classified as private funds. True or false.
  - a. True
  - b. False
  
5. Who is ultimately responsible for district financial management?
  - a. District manager
  - b. District Board
  - c. County government
  - d. District treasurer

**Name:** \_\_\_\_\_  
**District:** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**Leadership Development Training Quiz**  
**for**  
**Communications Module**

1. What are informal opportunities for communications between managers, staff, and the board?
  - a. Retreats
  - b. Banquets
  - c. Envirothon
  - d. All of the above
  
2. What are examples of community communication?
  - a. Press Releases
  - b. Newsletters
  - c. Webpages
  - d. All of the above
  
3. What are opportunities to network with local, state and national organizations with common cause?
  - a. Nominating Organizations
  - b. National Association of Conservation District
  - c. Conservation Organizations
  - d. All of the above
  
4. Why is it important to have good director/manager relationship?
  - a. So you don't have to have policies
  - b. So the board does not have to communicate with the manager between meetings
  - c. So there is an appropriate chain of communications and a regular transfer of information.
  - d. All of the above
  
5. Which of these is NOT a foundation or characteristic of a good manager/board relationship?
  - a. Good communication
  - b. Trust
  - c. Clear performance expectations
  - d. Manager not following board direction

**Name:** \_\_\_\_\_

6. Why is it important for the board to have adequate internal communications with staff?
  - a. The board needs to have faith that the staff is carrying out the mission of the District
  - b. So the board can better evaluate information received from the staff
  - c. So the board can focus on the “big picture” rather than micromanage every day program details.
  - d. All of the above.
7. Why should you invite county commissioners or other elected officials to district events?
  - a. To showcase district and conservation activities
  - b. To give the elected officials a chance to interact with their constituents
  - c. To solicit campaign contributions
  - d. a & b
8. What are the mutual benefits to opening and maintaining communications with county government?
  - a. Help the district better understand the county’s needs and priorities
  - b. Help the county better understand the district’s needs and priorities
  - c. To avoid and or clear up misunderstandings
  - d. Increase the effectiveness of the nominating process
  - e. All of the above
9. District directors should have an active role in communicating the district’s mission and programs.
  - a. True
  - b. False
10. Which of the following are opportunities for communications to elected officials?
  - a. Written comments on legislation
  - b. Update meeting for legislators
  - c. Phone calls
  - d. All of the above