

**MISSION STATEMENT**  
**of the**  
**MINNESOTA ASSOCIATION OF DISTRICT ADMINISTRATORS**

The Minnesota Association of District Administrators (ADA) is a professional and educational organization for the chief appointed administrative executives in local watershed (water management) agencies.

**SCOPE AND PURPOSE**

Strengthen the quality of local watershed management through professional administration.

Develop and designate new approaches through training and informational publications.

Sharing with each watershed district the administrative functions of each district so they may learn what does and does not work in each district.

Assist MAWD in developing workshops for annual meetings and for semi-annual tour.

**POLICIES OF THE ASSOCIATION OF DISTRICT ADMINISTRATORS**

Meet seven times per year (January, March, May, June, September, November, and December). The annual meeting and election of officers for ADA will be held at the December meeting. Office terms will be from January 1 - December 31.

Officers of the association shall be: chairperson, vice chairperson, and secretary.

The chairperson shall preside over all meetings of the association. In the absence of the chairperson, the vice chairperson will preside. In the absence of both, the secretary shall serve as temporary chairperson of the meeting.

The meeting place will be Sauk Centre, MN, unless another place is designated by the majority of the board.

There shall be no dues for ADA.

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The chairperson shall draft an agenda and the secretary will mail it to each member at least five days prior to the meeting.

Meetings will be governed by Robert's Rules of Order.

No officer shall serve in an office for more than three consecutive years.

The Mission Statement, Scope and Purpose, and Policies of the Association of District Administrators will be reviewed as needed. Any amendment to the above Mission, Scope and Purpose, and Policy can be changed providing that at least ten (10) members are present at the meeting and each member has received a written notice of the proposed change ten (10) days prior to the meeting where the proposed changes are voted on.

Revised 12/93  
Revised 1/94  
Revised 5/97