

For Guidance Only

SOIL AND WATER CONSERVATION DISTRICT

DUTIES OF BOARD OFFICERS

BOARD CHAIR

The board chair shall:

1. Preside at meetings of the board of directors.

The chair shall conduct the meetings according to policies established by the board. Customary functions are to entertain motions from other members, call on people to speak, limit discussion if necessary, and facilitate the process to conduct business. The chair has the inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting.

2. Review input from directors and the staff to prepare meeting agendas.
3. Call special meetings of the board as necessary and in accordance with the Oregon Public Meetings Laws.
4. Appoint committees and their chairs.
5. Request reports.
6. Orient new directors.
7. Sign official district documents on behalf of the board when authorized to do so by board action.
8. Delegate to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.
9. Supervise employees as determined by board action.
10. The chair shall have the same rights and responsibilities as other members of the board to discuss and vote on questions before the board.

BOARD VICE-CHAIR

1. In the chair's absence, or during any disability of the chair, the vice-chair shall have the powers and duties of the chair as prescribed by district policy. The vice-chair shall have such other powers and duties as a majority of the board may determine.
2. Advises the chair on program and policy.
3. Arranges special programs and training segments for regular board meetings.
4. Oversees the work of the committees and may serve as chair of committees as determined by the board.

BOARD SECRETARY

1. The secretary of the board shall ensure accurate minutes of the board meetings are taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. The properly authenticated, official minutes shall be maintained in chronological order.
2. The secretary is the "custodian" or keeper of the official records of the district: contracts, minutes, budgets, memoranda of understanding, audits, etc.
3. The secretary shall record or tape proceedings of executive sessions.
4. The secretary is not required to perform all secretarial or clerical functions within the district. The board may delegate some functions of the board secretary to an employee, associate director, or volunteer to record minutes and to prepare information, agendas, correspondence, reports, and public meeting notices and provide for proper maintenance of official records.

BOARD TREASURER

The treasurer shall:

1. Assure accurate accounting and that the district maintains acceptable financial records.
2. Annually review the district's financial audit with district personnel prior to submitting the audit to the board. The treasurer shall send copies of the audit to state or local agencies requiring them.
3. Serve as chair of the finance committee.
4. Obtain/provide fidelity or surety bonds for persons handling funds.
5. Lead the development of budgets.
6. Receive, deposit, and disburse funds, or oversee such tasks, if assigned by the board to an employee or other individual.
7. Present financial statements and reports at board meetings and the annual meeting.

The board may combine the offices of secretary and treasurer so one director may hold both offices.