



Board of Directors

**JEFFERSON COUNTY RURAL WATER DISTRICT #10
INDIVIDUAL BOARD MEMBER RESPONSIBILITIES**

General Expectations:

- Know the organization's by-laws, resolutions, policies, services, strengths and needs
- Suggest nominees for the Board
- Serve in leadership positions or undertake special assignments willingly when asked
- Follow and/or review trends in the water industry
- Promote the organization to the community

Meetings:

- Prepare for and participate in board and committee meetings, and other organizational activities
- Ask timely and substantive questions
- Maintain confidentiality of the Board's executive sessions
- Speak on behalf of the Board when asked to do so by authorized persons
- Suggest agenda items periodically for Board meetings
- Support decisions made by the majority of the Board members to the public

Relations with staff:

- Provide feedback and support as needed
- Avoid asking for special favors of the staff

Avoiding conflicts:

- Serve the organization as a whole
- Avoid even the appearance of a conflict of interest and disclose any possible conflicts with the Board President in a timely fashion
- Maintain independence and objectivity and do so with a sense of fairness, ethics and personal integrity
- Never accept or offer favors or gifts from or to anyone who does business with the organization

Fiduciary responsibility:

- Exercise prudence with the Board in the control and transfer of funds
- Faithfully read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility

Duties of Board Officers:

- President
 - Preside over all meetings
 - Sign papers of the district
 - Perform other duties as prescribed by the Board
- Vice President/Alternate
 - In the absence of the President shall perform the duties of the President
- Secretary
 - Keep a record of the proceeding of the meetings
 - Serve or cause to be served all notices required by the law and or by-laws of the District
 - In case of his/her absence, inability, refusal or neglect to do so, then such notices to be served by any member of the Board as directed by the President
- Treasurer
 - Shall account for all funds of the District received by the District and deposited in the bank
 - Shall make a report of all District accounts at each Board meeting
 - Shall prepare all annual reports, both financial and operational, as required by State and or Local government
- All Board Members
 - Annually prepare a budget
 - Adjust water rates as needed
 - Keep the District in repair
 - Annual audit of the Districts records and accounts
 - Report on each at the annual meeting