



BOARD OF DIRECTORS JOB DESCRIPTIONS

Source: Board of Directors Bylaws, Article 5 (June 2022)

Section 4. Board President: The Board shall elect one of their members to serve as Board President. If at any time the Board President shall be unable to serve, the Vice President shall serve in his or her place. If the Vice President shall also be unable to serve, the Board may appoint another member of the Board to do so, and such person shall be vested temporarily with all the authority and responsibilities of the office of Board President. The Board President or members of the Board acting as such:

- (a) Shall preside over all meetings of the Board and establish the agenda of each meeting.
- (b) Shall sign as Board President, on behalf of the District, all instruments in writing which he or she has been specifically authorized by the Board to sign.
- (c) Shall have, subject to the advice and control of the Board, general responsibility for oversight of the affairs of the District during his or her term of office.

Section 5. Vice President: The Vice President, shall, in the event of death, absence or other inability of the Board President, exercise all the powers and perform all the duties herein given to the Board President. The Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 6. Secretary: The Secretary shall keep, or cause to be kept, accurate and complete minutes of all meetings of the Board, call meetings on order of the Board President, attend to all correspondence of the Board and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 7. Treasurer: The Board shall elect a Treasurer from its membership, whose duty shall be to ascertain that all receipts are deposited and disbursements made in accordance with these Bylaws, the directions of the Board and good practice. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board. The District Chief Financial Officer will serve as the Assistant Treasurer to maintain the financial records of the District, and cause to prepare such financial reports as are required by the Board.

Section 8. Other Officers: The Board may create such other offices as the business of the District may require, and the holder of each such office shall hold office for such period, have such authority and perform such duties as are provided by these Bylaws or as the Board may from time to time determine. Such additional offices may be filled by members of the Board.

Section 9. Directors & Officers Insurance: The District shall provide Errors & Omissions insurance for the Board of Directors.