



Duties of Officers

CHAIR: Shall have the following duties and powers and/or oversight:

- Preside at board meetings.
- Have general charge of business, affairs, and property of the District.
- Supervision over its officers, employees, and agents.
- Perform all duties incident to the office of Chair.

VICE CHAIR: Shall have the following duties and powers and/or oversight:

- Perform duties assigned by Board or Chair.
- Take over for Chair in their absence.

SECRETARY/CLERK: Shall have the following duties and powers and/or oversight:

- Keep a record of all meetings.
- May act as Clerk
 - i. Maintain the financial records for each fund of the District
- Properly post all notices.
- Custodian of the records and of the seal of the District.

TREASURER: Shall have the following duties and powers and/or oversight:

- Serve as the Budget Officer
 - i. Prepare an annual budget for the District.
 - ii. Comply with the financial reporting requirements.
 - iii. Be responsible for the monies, securities, receipts, and disbursements of the District.
- Provide financial statements to the Board.