

# Duties of Officers:

**Purpose** of this training: To identify responsibilities of Officers of the Board, and to provide helpful tips and ideas to Officers in their roles in carrying out district business. A typical CD Board consists of a Chair, Vice-Chair, Treasurer, Secretary or Secretary/Treasurer.

According to the statute (state Law), **17D-3-301. Board of supervisors.** (1) The supervisors shall **annually elect a chairman** from their members.

**Chairperson:** The role of the Chairperson is to provide leadership to the Board and to ensure the group operates efficiently, effectively and orderly. Duties include:

1. Develops agenda items for Board meetings.
2. Presides at all meetings of the full Board
3. Starts the meeting on time and encourages all board members to be on time for the meeting.
4. Introduce board members and visitors.
5. Follow Open Meeting rules: \* An open and public meeting is when a quorum (simple majority) of a governing board meets to discuss or act upon business of the district.  
\* All meetings must be open to the public. (this is another training topic)
6. Coordinate the Board's public statements representing the position of the Board and issue statements to the press when appropriate. Ensure actions, CD related, by the supervisors/ employees represent the majority opinion of the board.
7. Keep the Board focused on the mission, vision, and goals of the Board. Delegate

assignments and duties to other Board members.

8. Sign, approve and manage business matters of the Board.
9. Perform other duties as assigned by the Board.

**Vice-Chair:** The role of the vice chair is rather simple.... Assumes all duties and responsibilities in the absence of the chairperson in conducting the meeting!!

**"Leaders aren't born they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal."**  
-Vince Lombardi

**Treasurer:** The role of the Treasurer is possibly the most important position on the board. The treasurer is to keep full and accurate records of all financial transactions and provide oversight of the conservation district finances. Duties include:

1. Prepare a "treasurer's report" in writing to be presented at each regular meeting. (per state law)
2. Have the bank statements sent to their house to ensure continuity with the check registry in the office.
3. Keeps complete financial records:
4. Reviews/approves claim vouchers submitted by supervisors and employees, bills to be paid, and other expenses; (It is recommended to do this prior to the Board Meeting in order to answer and questions that arise).
5. Assists with and /or develops the conservation district budget.

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6. Typically has signatory authority on checks. (each check should have two supervisor signatures)

**Teamwork**, per Wikipedia, is a joint action by two or more people or a group, in which each person contributes with different skills and expresses his or her individual interests and opinions to the unity and efficiency of the group in order to achieve common goals.

**Clerk:** (This is not a board position, but a vital part of the team.)

1. Notifies board members of each meeting.
2. Places business items on the agenda.
3. Keeps the board meeting minutes.
4. Records board action and correspondence on behalf of the board.
5. Documents all forms of communications and prepares district reports.
6. Works with Treasurer on financial reporting and budgets.

## **Did You Know:**

- The chair has full rights as a member of the board and can vote, make motions, and express opinions just like any other member.
- A quorum is required for business decisions:
- Associate Supervisors may not make a motion nor can they vote on business decisions.
- State law requires those entrusted with funds or property to be bonded.

## **Other Helpful Suggestions:**

- Lead and accept responsibilities on behalf of the district board of supervisors.
- Appoint committees to get work accomplished.
- The Chair should assign responsibilities and orient new board members. Be sure all supervisors get training as needed.
- If a personnel issue is brewing, address it sooner than later, and be sure to follow thru as necessary.
- Follow Agenda and maintain focus during the meeting (Don't recap what you've covered if someone comes in late: doing so sends the message that it is OK to be late for meetings).
- Appoint a supervisor to be the personnel director.
- Refresh yourselves on Open Meeting Rules;
- Working as a TEAM will have great benefits.

