



GARBERVILLE SANITARY DISTRICT

Board of Directors

DUTIES AND RESPONSIBILITIES

Adopted February 25, 2020

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PRIMARY ROLES AND RESPONSIBILITIES

OF A BOARD MEMBER

One of the most significant responsibilities as a board member is to understand that the Board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow Board members, is crucial to the success of the team, the district and community you represent.

This united approach will help to strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive Board.

SPECIFIC ROLES AND RESPONSIBILITIES

1. Set the Direction for the District.

Establish the Mission and Vision of the District.

Mission Statement: Why does the district exist?

Vision Statement: What should the district look like, should it accomplish its Mission, and how we achieve that goal?

2. Establish and Support the Policies and Structure of the District's.

Policies are written statements specifying the manner in which the District's business is conducted.

Policies guide District Governance, such as Board Meetings, Agendas, Board Conduct, Personnel responsibilities and Rules of Order.

3. Oversee the Financial Resources necessary to fund the District.

Ensure Fiscal Policy exists and that decisions and projects are fiscally sustainable or achievable. Work with General Manager and Budget Committee to develop a budget which addresses the financial needs of the District, while ensuring projects and district costs can be met or that a plan exists, to fund those projects prior to expending funds.

4. Guides Employee Relations, including the hiring and supervising of the General Manager who, in turn, operates the District while hiring and managing staff.

The Board is responsible for evaluating the performance of the General Manager, approve personnel policies, approve job descriptions and organizational structure, while establishing a strong communications link between the Board and General Manager.

5. Serve as Community Leaders who communicate effectively on behalf of the District.

The District and Board are linked in the eyes of the Public and often seen as one and the same. Therefore, the conduct of the Board Members reflects upon the District and community it serves.

This holds true in the Board Meetings, with Community Interaction and in the media. Even the personal lives of the Board Members can impact the perception and effectiveness of the District.

Board Member Guidelines

1. Board Members are to attend monthly Board Meetings and participate as part of the district's Governing Board.
2. A Board Member is unable to make decisions or conduct business outside of a legally agendized Board Meeting.
3. There are 5 Board Members and no action or Board Meetings can take place unless there is a quorum (3 Board Members).
4. Board Members are not allowed to email, text, call or contact other Board Members about District business or they are in violation of the "Brown Act", which prohibits such meetings and conversations. The Brown Act protects the Public from Board Members conducting business in private and not being transparent with the Public or not allowing public comment prior to decisions begin made.
5. Board Members must participate in the monthly meetings or be in jeopardy of being removed from their position on the board. This may occur when a Board Member misses (3) meetings in a row without an excusable reason for being absent.
6. Board Members are a crucial part of the success of a district's effectiveness and ability to provide the services required for its customers and because of this reason, it is important to act responsibly and with respect for all who participate in the governance process.
7. Board Members should not disrupt meetings for a personal cause but should state state opinions or provide supporting facts and then let the remainder of the Board have equal time to give their opinion and then vote. The Public also has a right to make comments on Agenda items and should be allowed (3 minutes) to do so without interruption.

8. When serving on a public board, there are required trainings that must be completed or there will be violations that could result in fines. The required trainings to be a public Board member are ethics and harassment. These training courses are required but there is no cost to the member.
9. Conflicts of interest must be avoided including the perception of a conflict. For example, if you have or are related to somebody that has an interest in a property that is being discussed by the board at a meeting you are not allowed to participate in the discussion and should leave the room during that discussion.

(see: F.P.P.C. Act, California Code of Regulations §18730: Rules on Conflict of Interest.)

As public Board members you have a responsibility to be unbiased about decisions you make and when there is a potential conflict of interest, the public may perceive a bias on that agenda item and have distrust in the final decision.

CHAIRPERSON

Function:

The primary duty of the Chairperson shall be to preside over GSD meetings and be the Presiding Officer of the District.

Reports To:

The Chairperson reports to voting members of the Governing Board at a regular Board Meeting that is held in public. The Chairperson shall be subject to those policies established by the Board of Directors and in accordance with State Governance Code.

Authority:

The Chairperson must ensure that all action of the Board meets appropriate Laws and Government Regulations. The Chairperson is the only Board Member which has authority to speak on behalf of GSD.

Chairperson Responsibility:

- Appoints committees.
- Serves as Chief Spokesperson of the District with the General Manager or designee on Policy issues and action of the District.
- Presides over Board of Director Meetings.
- Coordinates with General Manager or designee, for all required meetings of the committees.
- Serves as an alternate member for all committees
- Works with General Manager or designee to develop regular meeting agenda and topics for discussion.
- Ensure that all Board Members comply with State Requirements for Public Governance, including Ethics and Harassment training.
- Work with Governing Board and General Manager or designee to have Conflict of Interest forms filled out and submitted (form 700).

VICE CHAIRPERSON

Function:

In the absence or disability of Chairperson, the Vice Chairperson shall exercise all of the Chairperson responsibilities.

Reports To:

The Vice Chairperson reports to the Chairperson and in the event of Chairperson absence, will report to the General Manager or designee.

Authority:

Carry out the work approved by the Board and under the direction of the Chairperson.

Responsibility:

- Presides over meetings when Chairperson is unavailable.
- Assist with Policy development process.
- Participates in meetings and committees.
- Oversees projects as directed by Chairperson.

BOARD SECRETARY

Function:

The secretary shall review all Board Meeting Minutes and correspondence with staff.

Reports To:

The secretary is to report to the GSD Chairperson.

Authority:

To ensure all necessary Documents Required by Law are completed and submitted on time.

Responsibility:

- Ensures accurate recording of motions, minutes and other actions taken by the Board of Directors.
- Read all correspondence at regular meeting
- Ensure that a file is maintained accurately of board meeting minutes, along with record of other meetings as requested by Chairperson.
- Participate as necessary in meetings and committees

TREASURER

Function:

The Treasurer is the Official Reviewer of District Funds, which includes budget oversight and reimbursement.

Reports To:

The Treasurer reports to the Chairperson and Board.

Authority:

The Treasurer will participate with Chairperson along with General Manager or designee to approve or deny reimbursement requests by District Board Members per District Policy. The Treasurer is the Chairperson of the Fiscal Committee.

Responsibility:

- Review Financials and report as needed.
- Serves as Chair of Budget Committee.
- Participates in Committee Meetings.
- Assists as needed for Audit.

DUTIES OF BOARD MEMBERS

Function:

Establish and revise Policy as appropriate under direction of the Chairperson

Reports To:

Board Members report to the Chairperson and to the Committees which they participate in.

Authority:

Carry out the programs and assignments which have been approved by the Board and under the direction of the Chairperson.

Responsibility:

- Attend Board Meetings and functions of the District
- Assist in developing Board Policy and Ordinances
- Participate in Board activities, Committees and Projects
- Participate in the Community represented by District with a positive attitude