ITEM 3.2.1 JOB DESCRIPTION – BOARD CHAIR

The Chair of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

RESPONSIBILITIES: Administers policies adopted by the board of trustees. Gives general oversight to work of trustees and operations of the District.

DUTIES:

1. Chair meetings of the Board of Trustees.

2. Call special meetings of trustees as needed.

3. Coordinate activities of trustees.

4. Make decisions of administrative matters in conjunction with the District Manager that do not require action by the board.

5. Countersign checks.

6. Sign contracts approved by board of trustees.

7. Sign resolutions and legal documents after board approval.

8. Contact District's attorney on legal matters or direct District Manager to contact attorney on legal matters.

9. The Chairman shall act as District Manager in the absence of a District Manager

06/16/2015 01/99, 10/89
Board Adopted 8/18/2020
Amended 8/28/26
Adpopted 10-20-26