

draft Resolution No. 2024-25
**A RESOLUTION OF THE OTTER ROCK WATER DISTRICT
ADOPTING AN OFFICER ROLES POLICY**

WHEREAS, the Otter Rock Water District has determined the best interests of the District will be served by adopting an Officer Roles Policy, and

WHEREAS, is subject to ORS 264.430 (2) and shall choose from their commissioners a president, a secretary and a treasurer.

NOW THEREFORE, Be it resolved that the Board of Directors for the Otter Rock Water District hereby adopts as policy the following officer roles:

President

- Preside at all meetings of the board or delegate another board member to do so.
- Be the appointing authority and an ex-officio member for all committees.
- Be the official spokesperson for the district and have the authority to sign official documents for the district.
- Share all correspondence and pertinent information with the board, and the customers as is appropriate.
- Report periodically to the customers of the district regarding the progress and standing of the district and regarding the President's official acts.

Vice-President

- Assist the President in the work of the President's office.
- In the absence of the President, perform all duties otherwise performed by the President.

Secretary

- Keep accurate minutes of each meeting which reflect business, decisions, etc. of the board.
- Develops the agenda for all meetings, with assistance from the President.
- Assist the President to develop and distribute district customer reports and communications.
- Maintain records of the board and ensure effective management of district's records.
- Assist the presiding commissioner in Robert's Rules of Order.

Treasurer

- Provide the district with general financial oversight.
- Oversee and present budgets, accounts and financial statements.
- Manage bank accounts and oversee systems for book-keeping, payments, and financial record-keeping.
- Ensure compliance with relevant legislation regarding finances.

ADOPTED BY OTTER ROCK WATER BOARD THIS 9TH DAY OF APRIL 2024.

Lisa Hall, Board President

Attest:

Kellie Lombardi, Board Secretary