

Arch Cape Sanitary District
Policy 13-01 SD – Board Officers

Election of Officers

The Board of Directors shall elect from its membership a President, a Vice-President, and a Treasurer. The Board shall also appoint a Secretary who need not be a member of the Board. The Officers shall be elected by a majority of the Directors voting at said election. The election of the Officers shall be conducted during the annual organization meeting; the first regular meeting of the fiscal year.

Duties of the President

The President shall serve as the Chairman of the Board, prepare agendas with the District Manager, preside at all meetings, guide and facilitate the functions of the Board. Except at otherwise authorized, the President shall sign all contracts, warrants, and other instruments on behalf of the District. The President shall affix the District's seal to and attest all contracts and instruments authorized to be executed by the Board.

Duties of the Vice President

At the request of the President or in the absence of the President, the Vice President shall perform the functions of the President.

Duties of the Treasurer

The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall sign all checks unless he or she is not available for a period of five days or more, in which signatures of the President and another Director shall be required. The Treasurer shall reconcile monthly account with bank statement.

Duties of the Secretary

The Secretary shall keep the records, record minutes of meetings of the Board and votes taken at such meetings shall compose a record of the proceedings of the Board and insure that the record of the meeting is filed in the business office, and shall perform all duties incident to that office.

Terms of Office

The term for each elected officer shall be for the fiscal year or until a replacement is elected. No member of the Board of Directors may hold more than two (2) consecutive terms in the same office (for a maximum of two [2] consecutive years. The Secretary shall serve under contract as approved by the Board until succeeded by another appointed individual.

Adopted : March 18, 2013