

Welches Water Company Board of Directors Leadership Roles and Responsibilities and Board Member Application

Officers' Job Descriptions

President

The leader of the board may be called the president or the chairperson. He or she:

- ensures that the board is carrying out duties that are mandated by law or board
- facilitates meetings to keep them on schedule and on task
- ensures that the board's business gets done between meetings
- appoints board members to committees to accomplish the work of the board
- acts as the liaison between the board and the water manager or the operator
- fosters a spirit of teamwork among the board's members

Vice President

Takes over the president's duties when the president is absent. The vice president must know the president's duties and may have other duties of his/her own, like being a committee member.

Secretary

Takes minutes at the meetings and is responsible for the care and maintenance of historical documents for the board. The secretary functions as the board's "memory" and oversees the information that is kept on the board in the form of paperwork and other records.

Treasurer

Oversees the financial aspects of the board's work, ensures accurate financial recordkeeping, sees that an annual audit is performed, assists in the preparation of the budget, and interprets financial reports.

At-Large Members

Provide guidance and support to other board members and employees of the water system. Your presence is necessary at board meetings to make up the board (help meet a quorum), and you should actively participate in the board's activities. Pay attention to the policies, finances and regulatory compliance of your facility. Treat all customers fairly, respectfully and equally when they bring their problems or complaints to the board. Whether you were appointed, elected, or have volunteered to be a board member, you will find that much of the work is common sense. All Board Members should attend regular meetings and participate in committee work.

Some of the skills, familiarity, areas of expertise, and knowledge that can help form a strong Board are:

- procedures for purchasing and procuring goods and services
- freedom of information and open meeting laws
- procedures for accounting and auditing financial records
- ethics standards applicable to boards and council members
- insurance and bonding for public facilities and public officials
- laws affecting the ability to incur debt by the entity
- rights of eminent domain and property acquisition
- laws regulating service areas or establishing service boundaries
- laws affecting the frequency, form, and general conduct of the meetings of boards of directors
- contracts and contracting for services or construction activities
- proper recordkeeping and reports relating to system operation and management
- computer and social media literacy

Please provide a brief statement about why you are interested in serving on the Welches Water Company Board and what areas of interest or expertise you would like to contribute to the organization. Feel free to also attach a resume.

Name:

Address:

Email/Phone:
