# Sample Board Officer Duties Policy

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**Duties of the President**

* The president of the board shall preside at meetings of the board of directors. The president shall perform all of the duties prescribed by the Oregon Revised Statutes.
* The president shall consult with the clerk of the board regarding the preparation of each board meeting agenda.
* The president shall have the same right as other members of the board to discuss and to vote on questions before the board.
* The president may call special meetings of the board as described by the Oregon Public Meetings Law.
* The president of the board shall sign official district documents on behalf of the board when authorized to do so by a majority of the board.

**Duties of the Vice-President**

In the president's absence, or during any disability of the president, the vice‑president shall have the powers and duties of the president of the board as prescribed by district policy. The vice‑president shall have such other powers and duties as a majority of the board may from time to time determine.

**Duties of the Secretary-Treasurer**

* The secretary‑treasurer of the board shall cause accurate minutes of each board meeting to be taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. The secretary‑treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the secretary‑treasurer.
* The secretary‑treasurer of the board shall assure that accurate accounting and financial records are maintained by the district.
* The secretary‑treasurer shall annually review the district's financial audit with district personnel prior to submitting the audit to the balance of the board. The secretary‑treasurer shall send copies of the audit to state or local agencies requiring its submission.

**Duties of the Clerk**

The clerk of the board shall be the district manger or such other person as may be designated by the board. The duties of the clerk of the board are:

* Respond directly to routine correspondence.
* Handle correspondence of special interest to the board as follows:
* Draft replies in advance, when possible, for board consideration.
* Seek instruction for reply when necessary.
* Prepare correspondence as the board directs.
* Prepare for board meetings.
* Prepare the agenda with the advice of the president.
* Maintain a calendar for the board's unfinished business.
* Call to the board's attention legal requirements and those matters for which the district is responsible.
* Draft policy motions at the request of any board member.
* Board meeting duties:
* Attend all board meetings or designate an alternate.
* Make physical arrangements for board meetings.
* Provide notice of board meetings in accordance with the Public Meetings Law.
* Maintain and update the district's policy and procedure manual.