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POLICY 3.1: DUTIES OF THE PRESIDENT

A. DUTIES OF THE PRESIDENT

1. 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.
2. The President shall consult with the Clerk of the Board regarding the preparation of each Board meeting agenda.
3. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
4. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law and Policy 4.4.
5. 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.

POLICY 3.2: DUTIES OF THE VICE-PRESIDENT

A. DUTIES OF THE VICE-PRESIDENT

1. 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 in Policy 3.1. The Vice-President shall have such other powers and duties as a majority of the Board may from time to time determine.

POLICY 3.3: DUTIES OF THE SECRETARY OF THE BOARD

A. DUTIES OF THE SECRETARY OF THE BOARD

1. The Secretary shall sign all records of proceedings approved by the Board.

POLICY 3.4: DUTIES OF THE CLERK OF THE BOARD

A. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the Chief Executive Officer of the District and assisted by the Administrative Secretary as designated by the Board. The duties of the Clerk of the Board are:

1. Respond directly to routine correspondence.

2. Handle correspondence of special interest to the Board as follows:
 - a. Draft replies in advance, when possible, for Board consideration.
 - b. Seek instruction for reply when necessary.
 - c. Prepare correspondence as the Board directs.

3. Prepare for Board meetings.
 - a. Prepare the agenda with the advice of the President.
 - b. Maintain a calendar for the Board's unfinished business.
 - c. Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - d. Draft policy motions at the request of any Board member.

4. Board meeting duties:
 - a. Attend Board meetings at the direction of the Board.
 - b. Make physical arrangements for Board meetings.
 - c. Provide notice of Board meetings in accordance with the Public Meetings Law.

5. Maintain and update the District's Policy and Procedure Manual.

POLICY 3.5: GOVERNANCE RESPONSIBILITIES

A COMMUNICATIONS

1. Develop regular channels of communication with board members and staff.
2. Encourage participation of staff members on appropriate committees.
3. Develop procedures for bringing staff opinions and recommendations to the board, as well as board opinions and decisions to the staff.
4. Invite non-board members, other local governments, and group to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
5. Recognize that certain information obtained at board meetings may be non-public and confidential making disclosure a breach of trust.
6. Respect the opinion of other members and accept the principle of majority rule in board decisions.

B. FINANCIAL

1. Approve the annual budget
2. Monitor district finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

C. POLICIES, OBJECTIVES AND PLANS

1. Abide by and become familiar with all laws and policies governing the operation of the district.
2. Approve the annual strategic plan or plan of operations.

3. Approve policies for the organization.
4. Recognize that the Fire Chief should have full administrative authority for properly discharging the duties of managing the operation with the limits of the established board policy. The board's basic function is policy making – not administrative.
5. Develop and approve long-range plan of growth and development for the district.
6. Approve specific important projects.
7. Approve any significant departure from established plans or policy.
8. Receive and pass on committee or other planning body recommendations.
9. Ensure that program objectives are assigned to the proper planning or implementing subgroups.
10. Where applicable, bring other local governments or community groups into the planning and decision-making process.
11. Approve contracts binding the district.
12. Approve major changes in the district's organization or structure.
13. Approve board plans of action.
14. Pass district resolutions or adopt ordinances.

D. MANAGEMENT

1. Select the district board president and other officers
2. Hire the Fire Chief
3. Define the duties and responsibilities for the Fire Chief
4. Select legal counsel and consultants for the board
5. Approve contracts for professional services required by and for the board
6. Authorize officers or board agents to enter into contracts or to sign other written instruments and to take financial actions.
7. Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel and so on.
8. Evaluate the performance of the Fire Chief annually.
9. Approve the form and amount of reimbursement for board members.
10. Approve programs for management development
11. Provide advice and consultation to management on matters within the purview of the board's responsibilities.

E. EMPLOYEE RELATIONS

1. Approve any employee benefit plans.
2. Insist that personnel complaints go through the proper chain of command. If not resolved, only then should the board get involved.
3. Approve contracts with and between any unions involved with the district.
4. Do not allow personnel problems, other than problems with the Fire Chief, to be brought into board considerations.

F. CONTROL

1. Identify types of information needed by the board to analyze effectively the district's directions and achievement. Create a process for collecting and analyzing.

2. Realize that the citizens within the boundaries of the district are the true “owners” of the district.
3. Review and assess the organization’s performance against objectives, resources, plans, policies, and services rendered.
4. Analyze major “shortfalls” in achievement.
5. Identify obstacles, sense changing needs, and propose new directions and goals.
6. Ensure that the district is in compliance with all federal, state, and local laws

G. BOARD OF DIRECTORS

1. Motivate board members to accept positions of leadership and responsibility.
2. Appoint, change, or abolish committees of the board.
3. Define powers and responsibilities of committees of the board.
4. Do not make commitments on any matter that should come before the board as a whole.
5. Recognize that an individual board member has no legal status to act for the entire board.
6. Realize that if a quorum of the board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
7. Discussions on matters of overall policy outside of regular board meetings can violate the open meetings law.

H. PUBLIC ACCOUNTABILITY

1. Keep the public informed on all district matters.
2. Make decisions based on the wishes and needs of the public.
3. Spend the district’s money with prudence and trust.
4. Place the needs of the public above the ambitions of the board or the district.