



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Duties of the Board Clerk
POLICY NUMBER: 1015
ADOPTED: 11.13.18
REVISIONS: None

1015.1 The Clerk records minutes and actions of the Board of Directors and may certify all actions and resolutions of the Board.

1015.2 Duties of the Clerk

The Clerk shall have the following duties:

- a) Responsible for preparation of the minutes of the Board Meetings
- b) See that all notices are duly given in accordance with the current By Laws or as required by law
- c) Be custodian of the District records
- d) Perform in general all duties incident to the position of the Clerk and such other duties as from time to time may be assigned by the Board President.

1015.3 Responsibilities of the Clerk

The duties of the Clerk, with assistance of the General Manager, include but are not limited to:

- Respond directly to routine correspondence
- Maintain District records and files
- Handle correspondence of special interest to the Board
- Prepare for and attend all Board Meetings
- Coordinate all postings on the District Website
- Draft, Update and Maintain the District's policies
- Maintain the District's procedures Manual
- Maintain an Updated Board Reference Manual