

# **Arch Cape Sanitary District**

**This POLICY 21-01 SD Board Officers replaces 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 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 when necessary.

## **Duties of the President**

The President shall serve as the Chairperson of the Board, prepare agendas with the District Manager, preside at all meetings, guide, and facilitate the functions of the Board. Except as 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, if available, 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 District in permanent records. The Treasurer and District Manager shall sign all checks unless not available for a period of five days or more; in which case signature of the Board President and the District Manager suffice. 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 District business office and shall perform all duties incident to that office.

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### Terms of Office

The term for each elected officer shall be for two [2] fiscal years 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 four [4] consecutive years). The Secretary shall serve under contract as approved by the Board until succeeded by another appointed individual.

Approved by vote of the Board June 18, 2021

  
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Darr Tindall, President

  
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Attest Steve Hill, Secretary