

Directors

I. OFFICERS OF THE BOARD

1. PRESIDENT - Board member elected by vote of the Board.

FUNCTION – To conduct all meetings of the District. Signatory of all documents requiring a Board's signature

Neither the President nor Manager may spend or contract to spend or encumber in any manner the Healthcare District over \$3,000 prior to Board approval -

2. VICE-PRESIDENT Board member elected by vote of the Board.

FUNCTION – to act on the President's behalf in his/her absence.

Vice President shall assist the President in keeping order in the meetings (7-27-2009)

3. SECRETARY/TREASURER Board member elected by vote of the Board.

FUNCTION – to oversee financial reports

4. DISTRICT MANAGER - NOT A MEMBER OF THE BOARD.

FUNCTION – to manage the affairs of the District. To implement Board Policy.

To write the minutes of all Board meetings and handle Board Correspondence.

To prepare all financial records and transactions of the District.

II. DIRECTORS' RESPONSIBILITIES

1. To attend all meetings and other functions of the Board
2. To stay well informed on District matters
3. To refrain from making decisions that impact Management's areas of responsibility
4. To act in accordance with the policy manual
5. To abide by the majority decision of the Board
6. To file a Statement of Economic Interest (form 700) in a timely manner as required by law
7. To assist the Manager when Manager asks for such assistance
8. To act as an ambassador for the District, and project a positive image of the District
9. To give a written performance review of District Manager once a year
10. To approve an annual budget that is workable for the District, to stay informed on the levels of expenditure contained in it and always be concerned with the impact their decision may have on the financial soundness of the District
11. The directors may attend one Special District Institute Training course every year alternating between Governance and Administration. The Secretary/Treasure may attend Special District Institute Finance Training.
12. All board members shall take at two hours of ethics training every two years and receive a certificate of completion. Record shall be kept for five years in compliance with AB 1234.
13. New Board members will complete the training within one year of taking office.
14. The District Manager is the spokes person for dealing with the press. As such, all media contact shall be deferred to the District manager.
 - a. All communications are stated in as positive a manner as possible.
 - b. All information requested by the press is provided within as quick a time as can be reasonably expected, except those cases that are covered under the privacy act.
15. Based on California codes and laws for special districts all directors will participate in voting on issues presented to the board, unless they have a lawfully defined conflict of interest.

If a director believes that he or she has a conflict of interest, he or she must state the legal conflict at the moment the issue is first presented for discussion. The director shall state the conflict of interest as defined by law. If the attorney for the district and the other directors agree that it is a conflict based on law then the director must leave the room prior to any discussion of the said issue.

If the director refuses to participate in the discussion or voting on an issue without lawful reason, he or she may be considered for removal from the board as the director is refusing to fulfill his or her duties as a public official. If a director participates in a discussion then at the time of voting states that he or she has a conflict of interest and refuses to vote, he or she will be censored by the board for not stating the conflict prior to discussion and removing himself or

herself from the room. After three violations of this rule, the director shall be subject to removal.

In accordance with the law, no director who has a conflict of interest on the topic scheduled for a closed session shall receive materials for said closed session for which he has a conflict of interest, nor may he or she attend that closed session. Violators are subject to removal from the board.

16. A certificate of appreciation is given to anyone who has served on the Board regardless of the length of time; and special recognition is to be given at five and ten years of service. (11-25-14)

I _____ (print name) have read and understood the section **Directors** in the policy manual of April 2019.

Employee signature

Tina E Bonham
District manager 2020