
Durham Park Water Supply Corp

Board Job Descriptions Simplified.

(For reference only)

(Detailed duties can be found in corporation bylaws)

Everyone:

- Attend scheduled meetings.
- Review agendas, financial statements, late payments.
- Review annual budget.
- Tasks that can be individually assigned to the board members.

President:

- Call Meetings, regular, annual, emergency or special.
 - Special meetings by demand of 1/3 members or directors.
 - Emergency when urgent business critical to operations must be transacted.
 - Regular are 11 of 12 monthly meetings.
 - Annual is typically April.
- Set the agendas for meetings provide to the office admin for posting 72 hours in advance for non-emergency meetings. 1 hour in advance for emergency meetings.
- Talk with developers in form them of our processes to engage the corporation.
- Negotiate on behalf of the corporation those tasks assigned by the board.
- Signs checks.
- Set the budget with the Treasurer.

Vice-President:

- Performs the duties of the president in the absence of the president.

Treasurer:

- Reviews financial statements with the help of the office admin.
 - Alerts the board to maturing investments to be reinvested.
 - Maintains the financial reserve policy and monitors for compliance.
 - Signs checks
 - Works to insure a timely audit, and tax filing.
 - Works with the office admin to make sure audit results are filed with creditors.
 - Set budget in conjunction with the President
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Secretary:

- Take minutes at all meetings, produce them for review at the following months meeting.
- Maintain the document control policy.
- Update policies as needed with input from the board.
- Maintain employee records.

At - Large Member.

- Serve as fifth voting member (tie breaker)