

DIAMOND VALLEY WATER DISTRICT

(AN ARIZONA DOMESTIC WATER IMPROVEMENT DISTRICT)

VICE CHAIRPERSON BOARD POSITION DESCRIPTION OF DUTIES

Vice-Chairperson shall chair committees on special subjects as designated by the Board or Chairperson. (Note: AFO Manual has “designated by Board” only) *(DVWD By-Laws, revised 3/9/2009)*

<i>AFO</i>	= <i>DVWD Administrative, Financial, Operational Manual, 2009</i>
<i>By-Laws</i>	= <i>DVWD By-Laws, 2009</i>
<i>IDS</i>	= <i>Improvement District Services, Inc (www.improvementdistrictservices.com)</i>
<i>The Water Board Bible</i>	= <i>The handbook of modern water utility management by Miller and Ronnebaum, 2010</i>

The main purpose of the District is as it is for all Board Members:

- To serve the Diamond Valley Community’s best interest within the guidelines of managing a public water utility, *(By-Laws)*
- To maintain responsible, professional, businesslike, educated, and ethical practices in representation of the Diamond Valley Community’s water needs, *(By-Laws)*
- To provide for fiduciary responsibility and oversight of the water utility, *(By-Laws)*
- To support and facilitate Board teamwork through dedication, cooperation, communication, participation, and preparation, *(By-Laws)*
- To abide by each Member’s Oath of Office
 - The DVWD is a political sub-division under the Yavapai County Government of Arizona, which governs by the Arizona Revised Statutes, Open Meeting Laws of Arizona, Yavapai Special District’s Handbook, and then by the District’s By-Laws, AFO manual, Resolutions, and District Policies and Procedures, *(IDS)*

Vice-Chairperson shall Chair committees on special subjects as designated by the Chair or the Board. *(By-Laws)*

The Vice-Chairman: General

- The Vice Chairperson is “Chair In-Training” and needs to be interested in fulfilling the position of Chair at some future time during their 4-year term.
- Attend all scheduled meetings, prepare, review, and organize all agenda materials before meetings and be in compliance with Open Meeting Laws. *(The Water Bible)*
- The Vice Chair assists the other Board Members in fulfilling the mission of the DVWD, and in preparation to act in the Chairperson’s absence must be willing to practice by presiding over 1-2 meetings/year with the Chair’s training and direction to truly be prepared to run a meeting.

Responsibilities

- Attend all Board and Executive meetings and other special committee meetings.
- Be willing to initiate and follow through when volunteering for assignments, which are requested at the direction of the Chair or by the Board.
- Understand the responsibilities of the Chair and be willing to preside over 1- meetings/year with the Chair’s training and direction in order to truly preside over meetings in the Chair’s absence.
- Participate as a governing member and promote cohesiveness with other Board Members.
- Be available for advice and assistance to Board Members and other parties as directed by the Chair and/or Board.
- Stay informed about the mission, services, policies and programs.
- Review, prepare, and organize the supporting documents for all agendas prior to all meetings to participate in meetings.

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- Be willing to arrange and serve on any committees as directed by the Chair according to all OML laws.
- Keep up-to-date with all emails and organize all agenda supporting documents in advance of meetings.
- Follow conflict of interest and confidentiality policies.
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the Districts monthly Operational, Financial, and Correspondences in the Reports section of agendas.

The below Board Member agrees to the duties as drafted. This draft will be a work-in-progress during the position's annual duties and is required to be updated as required duties become known with applicable references. The updated version of this draft will be presented at of the District's last scheduled meeting in December 2014 for approval.

BOARD MEMBER SIGNATURE

DATE

PRINTED NAME

¹ A.R.S. need looked up if applicable