

BECOMING A DVWD BOARD MEMBER PREREQUISITES FOR APPOINTMENT

To be a qualified elector and be a Board Member of a Domestic Water Improvement District the following must be met:

- **Be a registered voter and resident of Arizona and a citizen of the United States**
- **Live within Diamond Valley**
- **Over 18 years of age**
- **No felony conviction/record**

Potential Board Members are expected to:

1. Attend at least two full meetings in preparation for application to join Board.
2. Provide the Board with a letter of application, stating your reasons for wanting to join the Board. Give a brief background of your home and/or professional experience, and what voluntary time, energy, and dedication you will be able to provide as a Board Member. Whatever position you are appointed to serve the 5-Board Position Descriptions will give you some idea of the time commitments involved. The Board's primary needs are developing up-to-speed readiness for the following positions: Clerk/Secretary, Treasurer, Chairperson, Vice Chairperson, and Member at large. Proficient in the following:
 - Internet and searching sites when needing or directed to find information
 - Email: Able to check frequently and handle PDF and other attachments sent in emails
 - Experience with word processing and drafting reports
 - Communication skills to represent the District in a professional, business-like manner
3. Read and sign DVWD Certificate of Compliance to Open Meeting Laws*
4. Read and agree to follow current DVWD By-Laws*. Sign completion and understanding form
5. Read and sign completion and understanding form for current DVWD. Administration/Financial/Operational (AFO) Manual* (see #4). Sign completion and agreement form
6. Read all Board Resolutions* and sign completion and understanding form (with understanding that Resolutions take precedence over information not yet amended in the AFO Manual.
7. Read, agree to, and sign Conflict of Interest form.
8. Read, agree to, and sign Code of Ethics and Conduct of Meetings Form.

Potential Board Members are strongly encouraged to:

9. Read the "Water Board Bible"*** and sign "understanding" form.
10. Read/Be Familiar with List of Acronyms.*
11. Read Overview of Fiduciary Responsibility
12. Read Am I a Good Diamond Valley Board Member? *
13. Read Business Judgment Rule Law & Legal Definition.*
14. Review The Big Guide for Small Systems: A Resource for Board Members ** (Also available on-line by going to RCAP website: www.rcap.org).
15. Review Yavapai County Special Districts Handbook (Found on Yavapai website: <http://www.yavapai.us/sd/domestic-water-improvement-districts/> under Related links on right lower).
16. Arrange for and tour the system with the current Superintendent/Operator/Manager.

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If appointed the following needs to be completed within 10 business days and prior to sitting at the next DVWD meeting:

17. (Yavapai County Special District office requires) 1. Draft of DVWD minutes showing appointment, 2. Blank copy of Oath of Office, and 3. Blank copy County's Certificate of Compliance, and your AZ driver license so County official can process/record your appointment. This needs to occur prior to sitting at the next DVWD meeting.
18. Provide signed copies of the following to the Clerk/Secretary for recording
 - a.) County forms: Oath of Office and Certificate of Compliance to OMLs
 - b.) DVWD Certificate of Compliance to OMLs
 - c.) DVWD Conflict of Interest
 - d.) DVWD Code of Ethics

* = Provided on a flash drive to a **qualified elector**, community member wishing to be a Board Member.

** = Also provided in book form and must to returned along with flash drive to Clerk/Secretary