

DIAMOND VALLEY WATER DISTRICT

(AN Arizona Domestic Water Improvement District)

MEMBER AT LARGE DESCRIPTION OF DUTIES

Member At Large shall be present at the scheduled meeting and being prepare to discuss and vote on action items, ask questions for clarification and complete research necessary to be prepared. (*By-Laws, 2009, and revised on 7/28/2014 but wanting on legal review/edits before approving*)

The At-Large Members(s) may be designated to assist officers in the implementation of assigned responsibilities of officers and/or may be assigned special projects. Such assignments shall be made by the Chairperson.

(AFO Manual, 3/9/2009)

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

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, Yavapia Special District's Handbook, and then by the District's By-Laws, AFO manual, Resolutions, and District Policies and Procedures, (*IDS*)

Guidelines to Draft: Pat Autrey to do for 8/25/2014 meeting. *Please use Times New Roman and you can figure out my crazy spacing. Look at your Treasurer duties as a guide. Remove these instructions, just FYI to remind you what the guidelines are. Also if you have A.R.S. in doc, please complete footnotes.*

- The Member At Large Board Position Description by starting with the By-Laws (above) and develop what the required duties are for the position. **The Water Bible**, *The handbook of modern utility management* by authors Miller & Ronnebaum is another reference tool.
- The main goal when drafting the description is to support the District's Mission statement (review 3/9/2009 By-Laws) and list the required duties for the position. The draft is greatly needed and will be valuable to newer and future members in providing the duties of the position.
- Duties listed are not about "how to do them", but the specific duties.
- Any duties listed that have a required/according to A.R.S. or other law/standard needs to be referenced as applicable.

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- Member(s) can draft the document on their computer Word processor and submit their drafts to the Chair by 1/20/2014. The Clerk/Secretary then will format the drafts in the District's file name below and send out a PDF to members by 1/22/2013.
- Member(s) need to be willing to commit to the last Section above signature/date lines.

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

Footnotes

¹ A.R.S.