

## **HARRIS PARK METROPOLITAN DISTRICT (HPMD) BOARD OF DIRECTORS RESPONSIBILITIES**

*Attend all monthly board meetings and important related meetings.* Three (3) unexcused absences will result in automatic removal from the Board. If you are not able to attend, notify the President of the Board. Proxies cannot be used. At least 3 of five directors must be present (in-person or by telephone) in order to achieve a quorum and conduct the meeting.

*Be informed.* Get informed on the matters on the agenda, and the community. Be acquainted with the Rules of Procedure for the district's specific board meetings. Preparation and participate in discussions at Board meetings. Independent judgment must always be exercised in the utmost good faith.

*Public Trust* - Holding a public office is a public trust and a director has a duty to the district and its citizens. Always acting in good faith and make sure the decisions that are made are in the best interest of the district. Directors are elected by the citizens and duties must be carried out for their benefit. Personal benefits and agendas of the directors must not be any part of being a director. Community members have confidence in the Board of Directors. Know the will of the Harris Park community and try to serve the will of the people as best as possible.

*Personal Conflicts of Interest* - Disclose any personal conflicts of interests when they conflict with public duties. Directors are subject to the state code of ethics. Participation on the Board may be limited if a director has a personal conflict.

*Confidentiality* - Most Board meetings are open to the public, with the exception of Executive Sessions. Directors must keep discussion in executive sessions confidential. Only what is a matter of public record may be discussed with family members, friends, or the media. This protects both the district and the Board.

*Legal Reporting Requirements* - The Board may delegate the responsibilities of compliance to the Administrator; however, Directors should be familiar with the required documents and the law. Failure to comply can result in the dissolution of the district.

*Financial* - Make decisions on the expenditure of funds received via taxes as well as recreation. Manage and monitor financial planning and financial reports of the organization.

*Management* - The Job of the Board of Directors IS to set policy, approve the budget, and guide the overall direction of the community. Accomplish community goals - research, communication with outside sources. Will maintain all personnel records in a confidential manner. Direction and assistance is given to the Administrator/Bookkeeper and other employees in the day to day operations of the community. Manage the resources of the district including ponds, lakes, and fishing. Oversee any committees of Harris Park.

*Participation* - Gets to know other community members and builds a working relationship with the other board members and the community. Makes a commitment to participate actively in the community events & fund raising. Becomes an active member in all matter of the community, and all issues that may arise. Attend to any extra duties required of a board member such as repairing minor damage to HP property, checking wells, dams, property etc.

**HARRIS PARK METROPOLITAN DISTRICT (HPMD)  
BOARD OF DIRECTORS RESPONSIBILITIES (continued)**

*Volunteer at* designated board community functions. Let the community see that the directors have an interest in and are part of the community. Communication of ideas and suggestions with community members, including addressing all concerns and complaints. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

**The Board of Directors works together as one entity, representing the members of the community and their concerns. No one director has power over other Directors, regardless of the Director Title. Each director may suggest, encourage and debate on issues; however all directors must work together to resolve issues for the betterment of the community.**

Board President Description (in addition to the Director's Description)

Serves as the Chief Volunteer of the organization.

1. Is a member of the Board.
2. Provides leadership to the Board of Directors, who sets policy.
3. Review agendas, minutes and cash reports before the board meetings.
4. Chairs meetings of the Board after reviewing the agenda with the Administrator and other Board Members.
5. Encourages Board's role in strategic planning.
6. Discusses issues confronting the organization with other board members.
7. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
8. Reviews with the other board members and the Administrator/Bookkeeper with any issues of concern to the Board.

Vice President Description (in addition to the Director's Description)

This position is typically the successor to the President position.

1. Is a member of the Board.
2. Performs President responsibilities when the President cannot be available (see President Description).
3. Review agendas, minutes and cash reports before the board meetings.
4. Works closely with other board members & staff.
5. Performs other responsibilities as assigned by the Board.

Board Secretary/Treasurer Description (in addition to the Director's Description)

1. Is a member of the Board.
2. Communication with the Administrator/Bookkeeper to maintain records of the board and ensures effective management of organization's records.
3. Review agendas, minutes and cash reports before the board meetings.

**HARRIS PARK METROPOLITAN DISTRICT (HPMD)  
BOARD OF DIRECTORS RESPONSIBILITIES (continued)**

Board Director Description

1. Is a member of the Board.
2. Makes serious commitment to participate actively in community work.
3. Stays informed about community matters, prepares themselves well for meetings, reviews and comments on minutes and reports.
4. Gets to know other community members and builds a working relationship with the other directors.
5. Is an active participant in the community's planning efforts.
6. Participates in fund raising for the organization.