

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD OFFICER DUTIES POLICY

**Duties of the President**

- The president of the board shall preside at meetings of the board of directors. The president shall perform all of the duties prescribed by the Oregon Revised Statutes.
- The president shall consult with the clerk of the board regarding the preparation of each board meeting agenda.
- The president shall have the same right as other members of the board to discuss and to vote on questions before the board.
- The president may call special meetings of the board as described by the Oregon Public Meetings Law.
- The president of the board shall sign official district documents on behalf of the board when authorized to do so by a majority of the board.

**Duties of the Vice-President**

In the president's absence, or during any disability of the president, the vice-president shall have the powers and duties of the president of the board as prescribed by district policy. The vice-president shall have such other powers and duties as a majority of the board may from time to time determine.

**Duties of the Secretary-Treasurer**

- The secretary-treasurer of the board shall cause accurate minutes of each board meeting to be taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. The secretary-treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the secretary-treasurer.
- The secretary-treasurer of the board shall assure that accurate accounting and financial records are maintained by the district.
- The secretary-treasurer shall annually review the district's financial audit with district personnel prior to submitting the audit to the balance of the board. The secretary-treasurer shall send copies of the audit to state or local agencies requiring its submission.

**Duties of the Clerk**

The clerk of the board shall be the district manger or such other person as may be designated by the board. The duties of the clerk of the board are:

- Respond directly to routine correspondence.
- Handle correspondence of special interest to the board as follows:
  - Draft replies in advance, when possible, for board consideration.
  - Seek instruction for reply when necessary.
  - Prepare correspondence as the board directs.
- Prepare for board meetings.
  - Prepare the agenda with the advice of the president.
  - Maintain a calendar for the board's unfinished business.

- Call to the board's attention legal requirements and those matters for which the district is responsible.
- Draft policy motions at the request of any board member.
- Board meeting duties:
  - Attend all board meetings or designate an alternate.
  - Make physical arrangements for board meetings.
  - Provide notice of board meetings in accordance with the Public Meetings Law.
- Maintain and update the district's policy and procedure manual.