

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN – 114

Duties of the Clerk of the Board

Issued: January 14, 2014

DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the Chief Executive Officer of the District or such other person as may be designated by the Board. The duties of the Clerk of the Board are:

1. Respond directly to routine correspondence
2. Handle correspondence of special interest to the Board as follows:
 - a. Draft replies in advance, when possible, for Board consideration.
 - b. Seek instruction for reply when necessary.
 - c. Prepare correspondence as the Board directs.
3. Prepare for Board meetings.
 - a. Prepare the agenda with the advice of the President and Chief Executive Officer.
 - b. Maintain a calendar for the Board's unfinished business.
 - c. Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - d. Draft policy motions at the request of any Board member.
4. Board meeting duties:
 - a. Attend all Board meetings or designate an alternate.
 - b. Make physical arrangements for Board meetings.
 - c. Provide notice of Board meetings in accordance with the Public Meetings Law.
5. Maintain and update the District's Policy, Procedure and SOG Manual.
6. Shall act as the Board of Directors Public Records Officer (PRO). As PRO, he/she will evaluate all requests for District records and determine if the request is for exempt or non-exempt documents. The PRO will process all requests for copies of District records and collect any fees associated with locating, copying, certifying, and distributing of non-exempt documents.