

Gore Hill County Water District

Member of the Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of GHCWD so as to support the organization's mission and needs.

Optional – Mission or purpose statement: To provide safe, reliable and high quality water services to our customers

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of project planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Become familiar with and adhere to all state water quality regulations
- Test and become a Certified Water Operator 3A4B with the State of Montana

**Members of the board share these responsibilities while acting in the interest of GHCWD. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Four years. There are 5 board of directors. Board Directors are paid \$150.00 per month.

Meetings and time commitment:

- The board of directors meets every first, third and fourth Tuesday of the month, 7:00 p.m., at the office on 62nd Ave SW. Meetings typically last 60 minutes.

Expectations of board members:

- Board members and employees must be members/customers of the GHCWD.
- Attend and participate in meetings on a regular basis.
- Participate in and rotate through different board positions as necessary.
- Be alert to water quality concerns that can be addressed by GHCWD mission, objectives, and programs.
- Help communicate and promote GHCWD mission and programs to the community.
- Become familiar with GHCWD finances, budget, and financial/resource needs.
- Understand the policies, by-laws and procedures of GHCWD.