

Water Board Member Job Description

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 the water district so as to support the organization's mission and needs.

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 (if required by the district)

Members of the board share these responsibilities while acting in the best interest of the water district. Each member is expected to make recommendations based on their experience and vantage point in the community.

Term and Compensation

Length of term: Four (4) years. **Board size:** Five (5) directors. **Compensation:** Board directors are paid \$150.00 per month (unless changed by board action/policy).

Meetings and Time Commitment

The board of directors meets on the second and fourth Tuesday of each month at 7:00 p.m. at the district office (meetings typically last about 60 minutes). Additional meetings or work sessions may be scheduled as needed.

Eligibility and Requirements

- Board members and employees must be members/customers of the district.
- Understand and follow the district's policies, bylaws, and procedures.
- Maintain familiarity with applicable state water quality regulations.

Expectations of Board Members

- 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 the district's mission, objectives, and programs.
- Help communicate and promote the district's mission and programs to the community.
- Become familiar with district finances, budgets, and financial/resource needs.

Standards of Conduct

Board members are expected to act ethically and professionally; respect confidentiality where required; avoid conflicts of interest; and make decisions in the best interest of the district and its members.