

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Duties of the Board of Directors
POLICY NUMBER: 4010
ADOPTED: September 17, 1996
AMENDED: April 14, 2011
AMENDED: September 15, 2021

4010.10 **Purpose**

The Board of Directors serves as the governing body for the District. This policy sets forth some of the general duties required of the Board of Directors in carrying out governance of the District.

4010.20 **Corporate Duties**

As a corporate governing body, the Board of Directors are responsible to:

- 4010.21** Establish the District's mission, vision and strategic objectives.
- 4010.22** Formulate, adopt and review policies and ordinances that govern the operations of the District.
- 4010.23** Conduct District business for the public benefit in an ethical and transparent manner, abiding by the requirements of the Ralph M. Brown Act, conflict of interest laws, and ethics laws.
- 4010.24** Appoint a General Manager to implement the District's policies, carry out the District's mission and accomplish strategic objectives.
- 4010.25** Review and adopt an annual budget that is fiscally responsible and provides sufficient resources to accomplish the District's mission.
- 4010.26** Monitor the District's financial condition and plan for long term financial sustainability.

4010.30 **Individual Duties**

Individual Directors are responsible to:

- 4010.31 Exercise independent judgment on behalf of the interests of the entire District, including residents, property owners, and the public as a whole.
- 4010.32 Engage with the community to best understand needs and assist in building positive community relations.
- 4010.33 Represent the District at public and agency meetings and gatherings.
- 4010.34 Keep the General Manager informed of community reaction to the District's services.
- 4010.35 Attend regular, special and emergency meetings of the Board of Directors and any assigned committee meetings of the Board of Directors.
- 4010.36 Prepare themselves to effectively discuss agenda items at meetings of the Board of Directors and to seek any needed information from the General Manager.
- 4010.37 Study methods of improving District services and attend training classes to build knowledge and improve performance as a Director.

4030.40 Annual Review

The Board of Directors shall review this policy annually for the purposes of refresher training and self-evaluation.