

RSD Board Member Job Description

A _____ Regional Sewer District Board member may have some or all of the following responsibilities. Please keep in mind that many of these duties will be carried out with the help of professionals such as attorneys, engineers, and rate consultants.

- ◆ Make policy decisions and carry out the District's mission once established;
- ◆ Carry out the system's rules and regulations once established;
- ◆ Comply with applicable federal, state, and local laws;
- ◆ Conduct business and make contracts as a board (not as an individual);
- ◆ Ensure that all documents (records, minutes, notices, etc.) are created, maintained, and made available in accordance with Indiana's Access to Public Records Act;
- ◆ Ensure that all meetings are planned and conducted in accordance with Indiana's Open Door Law;
- ◆ Determine and set sewer rates;
- ◆ Approve and oversee budgets;
- ◆ Use appropriate accounting, purchasing, and record keeping standards in all transactions;
- ◆ Ensure that system revenue covers system operations, debt service, and reserves;
- ◆ Plan strategically for the future, including planning for the utility's long-term sustainability;
- ◆ Serve as the interface between landowners, business interests, public officials, and those involved in managing a regional sewer district;
- ◆ Oversee system operation, maintenance, regulation, and compliance issues;
- ◆ Plan for capital improvements;
- ◆ Secure financing;
- ◆ Oversee system upgrades, expansion, or new construction;
- ◆ Oversee operator, manager, and office staff
- ◆ Hire, manage, maintain, and fire personnel;
- ◆ Interact with District customers and provide good customer service;
- ◆ Secure public involvement and educate the public;
- ◆ Use diligence and care when exercising rights and powers for, and on behalf of, others;
- ◆ Coordinate District policies with other agencies as necessary, including the health department and planning department;
- ◆ Attend all *monthly (or other set amount)* board meetings with the possibility of additional emergency meetings. Occasionally meetings will be missed, but a board member should miss no more than two meetings a year, unless there are extenuating circumstances;
- ◆ Comply with the legal duties of a board member;
- ◆ Other duties as needed.