

<b>Title:</b> Board – Officers and Duties	<b>Number:</b> 1.5	Page 1 of 1
	<b>Related Procedure?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Legal Citation (if Applicable)</b>	<b>Board Approval/Revision:</b> 19 February 2014	

1. The Board shall have a Board President (or Board Chair), a Secretary, and a Treasurer, who shall be selected from among its Members at the first meeting after each Board election. No Board Member shall hold more than one office at a time. Board officers shall serve until the first meeting of the Board following the next election of Board Members. The Board may select officers at other times if necessary to fill vacant board officer positions.
  
2. The duties of the Board officers, as set forth by statute, are as follows:
  - 2.1 The Board President. Pursuant to C.R.S. § 23-71-124, the Board President shall preside at all meetings of the Board and shall sign all orders on the county treasurer for the payment of money; but no orders shall be drawn upon the county treasurer except in favor of parties to whom the District has become lawfully indebted. The Board President shall appear on behalf of the District in all suits brought by or against the District, but, if the Board President is individually interested, this duty shall be performed by the Secretary of the Board. In the absence of the Board President, the Secretary shall preside at any meeting of the Board.
  
  - 2.2 The Secretary. Pursuant to C.R.S. § 23-71-125, the Secretary shall keep an accurate record of the expenses incurred by the District and shall present the same to the Board whenever called upon. The Secretary shall give the required notice of all regular and special meetings. The Secretary shall keep the same records and make the same reports as are required by law. Any of the special duties of the Secretary may be delegated by the Board to a paid secretary who may be appointed by the Board.
  
  - 2.3 The Treasurer. Pursuant to C.R.S. § 23-71-126, the Treasurer shall countersign all warrants drawn by the Board President and Secretary on the county treasury and shall keep an account of the same. The Treasurer shall take charge of all moneys received by the Board on account of the District. The Treasurer shall render a statement of the finances of the District as shown by the records of his or her office at the close of each fiscal year and at any other time when required by the Board. Financial statements and records of the District shall be in accordance with the provisions of part 5 of article 1 of title 29, Colorado Revised Statutes. The treasurer shall perform such additional duties and be subjected to such additional obligations as are imposed by law.