

## **Two Rivers Special Road District Board Member Duties**

A board member of Two Rivers Special Road District serves on a 3-member Board of Directors responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power, but acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy.

Board members also do the following:

- Attend the board meeting held on the first Wednesday of each month (sometimes special meetings can be held to address specific issues)
- Review and adopt the annual budget
- Approve financial reports
- Set goals and evaluate progress towards those goals
- Ask voters to approve bond measures and local option levies for facilities and operations
- Hire and evaluate the executive director
- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls and personnel management practices
- Delegate authority
- Connect with the community

**Board Member Application**  
Term: Current through 12/31/2023

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a resident of our district? \_\_\_\_\_ Are you a registered voter? \_\_\_\_\_

Why do you want to serve on the (District Name) Board?

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Describe past experiences or positions held that would assist you as a board member.

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Outline strengths, abilities and talents that you would bring to the board.

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In your opinion, what is the most important role of a board member?

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**\*\*Attach additional sheets if needed\*\***

If appointed, would you be able to serve the entire term? \_\_\_\_\_

Please submit your application to:

Two Rivers Special Road District  
2riverssrd@gmail.com