

LAKE TODD VILLAGE DISTRICT

JOB DESCRIPTION for ELECTED POSITIONS

The principal duties and responsibilities of District Officers are herein listed as general information and a guide for the management of the affairs of the Lake Todd Village District.

Commissioner: The position of Commissioner is a three-year position. The voters shall elect in place of those commissioners, whose terms are about to expire, at the annual meeting.

Principal duties include: Responsibility for the planning, operation and maintenance of the Lake Todd Dam, the impoundment of water on Lake Todd, and the purpose of the supply of water for domestic and fire use. They may appoint agents, other representatives, and committees to assist them. Some of the principal duties of Commissioners include the preparation of annual budgets for approval by the voters of the district; the preparation and posting of Warrants for the Annual or Special Meetings (the subject matter of all business to be acted upon at the District meeting shall be distinctly stated in the Warrant); making a report of the District activities and of plans and estimates of the needs of the District systems at the Annual meeting; publishing the budget, Commissioners' Annual Report. Attend meetings as needed, supervising committees and contractors performing work for the District. The power to sign orders on the LTVD in payment of the obligations of the District. Such further powers as may be delegated to them by vote of the District.

Abilities include, but are not limited to the following: Leadership skills; budget and finance knowledge; project management, combined with excellent decision-making and communication skills. The exercise of mature judgment and the ability to resolve issues related to continual quality public service are also required. Computer skills and ability to e-mail extremely helpful.

Treasurer: The position of Treasurer is a one-year position, which comes for re-election at the annual meeting.

Principal duties include: Checking the records of expenditures of the District; providing to each Commissioner a statement of District receipts as needed, funds remaining unexpended and capital and other reserve account balances; payment of invoices as authorized by vote of the District; assisting the Commissioners in the preparation of annual budgets, the preparation of annual reports to the Department of Revenue Administration and to the Towns of Bradford & Newbury when required to raise money by taxation; and providing an annual financial statement to be read at the Annual District Meeting. Additional duties include document who, what, where, when, why and how money is used; prepare reports of cash receipts and disbursements as requested; offer advice and make recommendations to the commissioners/district regarding financial matters; and perform such other financial assistant to the district as required.

Abilities include, but are not limited to the following: Computer skills – ability to e-mail and use the programs Excel and/or Quicken; keep accurate and up-to-date records of all income and expenditures; be organized and detail-minded, and to maintain and balance monthly statements.

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Clerk: The position of Clerk is a one-year position, which comes for re-election at the annual meeting.

Principal duties include: Takings minutes at various meetings, record keeping, vital records, and other miscellaneous subjects; recording the proceedings of all Annual and Special Meetings of the District; assisting the Commissioners as needed in the preparation of Warrants for the Annual or Special Meetings and the posting in four public places within the District at least fifteen days before these meetings; keeping official minutes of the District Commissioners; assisting the Commissioners with District correspondence and keeping files therefore; officially recording the proceedings and minutes of District and Commissioners' meetings and within fourteen days of the annual meeting distributing the minutes to each commissioner; responsibility for all records of the District and their proper safekeeping; making a report to the State Tax Commission after the Annual meeting of the names and addresses of all District Officers.

Demonstrated abilities include: Computer skills – ability to e-mail, organized, detail orientated, and keep accurate and up-to-date records.

Moderator: The position of Moderator is a one-year position, which comes for re-election at the annual meeting.

Principal duties include: The responsibility: to foster lively discussion and to ensure that district members are following the community rules & regulations. A good moderator ensures that his/her forum is inviting, active, and an asset to the district. Skilled facilitators should always be "issue neutral" during a meeting. They should never advocate a point of view, regardless of their expertise and opinions on a given subject. They need to be listening, watching for fine distinction and content, and other feedback and/or anything else that impacts the meeting. They are always aware of a meeting on two levels simultaneously: content (what is being discussed or decided) and process (how the group is functioning). The moderator should always be familiar with the specific rules and regulations of the district board, but these are some general guidelines for good moderation

Abilities include, but are not limited to the following: Communication, listening and observation skills are essential and they need to know how to effectively intervene when the meeting is veering off the subject or otherwise not moving toward accomplishing its purpose.

Moderator Guidelines:

- ✓ Start on time! Begin by introducing yourself, and then introduce each speaker. Restate the title of the session (for the audio recording) and give a brief summary of what the district expects to accomplish during the annual meeting.
- ✓ During the presentation, make sure each speaker speaks slowly and clearly.
- ✓ The moderator is responsible for keeping the session on schedule. If a speaker is rambling interrupt her or him gently and continue with the meeting.
- ✓ When you open the floor for questions/statements always repeat the question and make sure that statements are spoken loudly so everyone can hear it.
- ✓ Please ask all each person to identify themselves by name and address.
- ✓ Wrapping it up: End the meeting on time. Mention that a recording/minutes will be available through the clerk and on the LTVD web site.