## Conservation District Supervisors’ Compliance Governance Calendar Template

# THIS CALENDAR IS FOR CDs THAT DO NOT UTILIZE A CONSENT AGENDA IN THEIR BOARD MEETINGS

## Note: This governance calendar template is based on a fiscal year from July 1 – June 30. Customize this template to coincide with your conservation district’s operations, policies, and procedures. It corresponds to deadlines and duties outlined in the DNRC Conservation District Accountability Assessment, which can be accessed at: [dnrc.mt.gov/Conservation/Conservation-Programs/Conservation-Districts/cd-resource-documents.](https://dnrc.mt.gov/Conservation/Conservation-Programs/Conservation-Districts/cd-resource-documents)

| **MONTH** | **FULL BOARD FIDUCIARY RESPONSIBILITIES** | **BOARD RESPONSIBILITIES OUTSIDE OF BOARD MEETING** | **ADMINISTRATOR RESPONSIBILITIES OUTSIDE OF BOARD MEETING** |
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| **January** | **Start of supervisor, officer, and committee terms.**  **At or before the Board Meeting - Oath of Office:** Supervisors take oath of office for new terms.  **At the Board Meeting**  ***ACTION ITEMS:* Election of Officers and approval of committee members:**   * Elect board chairperson. * Elect vice chair, district treasurer, and secretary. * Appoint/reappoint Finance committee members. * Appoint/reappoint Personnel committee chair and members, if needed. * Appoint/reappoint supervisors for representation on external committees such as Planning Boards. * Appoint/reappoint supervisors to lead Administrator Evaluation process and lead supervisor elections, appointments, and elections for upcoming year. * Appoint/reappoint Associate Supervisors.   ***ACTION ITEMS:*** *The* ***Treasurer/Finance Committee*** *presents:*   * **Treasurer’s Report.** December’s Treasurer’s Report per CD policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Payroll Taxes.** Reports that payroll taxes have been paid for the previous quarter. * **Review of Q-2 Financials.** Q-2 Income Statement vs Budget and Balance Sheet for board review and approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  ***ACTION ITEM:* Q-2 Ops Plan Review.** *The* ***Administrator*** *presents the Q-2* annual operational work plan update to the board for review and approval.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Grant Reports**. Timely filing of grant reports, especially DNRC which is due by the 15th of the month following the end of a quarter. * **Oath of Office.** All new board members have taken their Oath of Office. * **Review Secretary of State Registration.** Check to make sure your status is in “good standing.” * **Liability Insurance/ Surety Bond.** Updated covered individuals on insurance/bond per newly elected supervisors. * **Water Filings.** Filing of annual water use report with DNRC, if needed. Due by December 15th.   **Annual Signing of Documents:**   * Code of Conduct. * Board Roles and Responsibilities Agreement.   **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review December financials per board policy and create a written report or minutes of meeting. * Review monthly expenses/checks and presents to the board for approval. * Review Q-2 financials and readies for presentation to board. * Review Payroll Tax report to ensure payments have been submitted.   **Appointed board members to lead Officer/Committee elections and orientation of new supervisors.**  Prepare recommendations for board officers and other appointed positions for board consideration and approval. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Update progress on Ops plan and be prepared for reporting. * Submit minutes to the County Clerk. * Submit quarterly DNRC grant reports. * Update district registration with updated list of supervisors and confirmation of their oaths. * Update covered individuals on surety bond or liability insurance to include new officers and supervisors. * Prepare Code of Conduct for signing. * Prepare Board Roles & Responsibility Agreement for signing. * File of annual water use report with DNRC, if needed. |
| **February** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** January Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Tax Documents Filed and Sent.** Reports that tax documents, W-2s and 1099s, have been filed and sent to employees and vendors. * **Announces location of MACD Area Meeting.** Announces location and dates of MACD Area Meetings in the Fall.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:*** **MACD Dues.** Approval of payment of MACD dues.  **Other agenda items as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review January financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Ensures W-2s and 1099 are prepared and filed appropriately. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Ensure filing and mailing of year-end tax documents for employees and vendors. * Check with MACD on dates for Annual Area Meeting and dues. |
| **March**  **Q-3 Ends** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** February Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Supervisor Election Filing.** Remind supervisors up for reelection that the filing deadline is in March of even numbered years. * **MACD Dues Payment.** Payment of MACD dues complete.   ***ACTION ITEMS:* Review Strategic and Operational plan.**   * **Strategic Plan Review.** Review progress on strategic plan. Board approves status updates and notes in minutes. * **Upcoming Priorities.** Discuss and identify priorities for the upcoming year to be incorporated into the upcoming year’s budget.   **Other agenda items are as needed.**  **IMPORTANT DEADLINES: Supervisor Elections.** File paperwork by mid-March. <https://sosmt.gov/elections/filing> | **Treasurer/Finance Committee Before the Board Meeting**   * Review February financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Check on supervisor election filings and remind supervisors who are up for re-election to do paperwork. * Prepare for review of Strat Plan and discussion. * Submit payment of MACD Dues. |
| **April** | **At the Board Meeting**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** March Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Payroll Taxes.** Reports that payroll taxes have been paid for the previous quarter. * **Review of Q-3 Financials.** Q-3 Income Statement vs Budget and Balance Sheet for board review and approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  ***ACTION ITEM:* Q-3 Ops Plan Review.** *The* ***Administrator*** *presents the Q-3* annual operational work plan update to the board for review and approval.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Grant Reports**. Timely filing of grant reports, especially DNRC which is due by the 15th of the month following the end of a quarter.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* Annual Administrator’s Evaluation.** Designateboard members to oversee the Admin Annual Evaluation process, if no Personnel Committee.  **MACD Resolution process.** Organize for drafting and submitting resolutions by the August 15th deadline.  **Link: Link:** [**MACD Resolution Process**](https://macdnet.org/about-us/board-organization-documents/resolution-and-committees-process/)  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review March financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Review Q-3 financials and readies for presentation to board. * Review Payroll Tax report to ensure payments have been submitted. * Review Mill Levy Computation Form projections and Permissible Mill Levy request. * Begin work with the Administrator to draft the annual budget and operational plan.   **Appointed board members - Admin Annual Evaluation**  Based on policy, procedure, and plan begin to organize and collect information for the administrator's annual review. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Update progress on Ops plan and be prepared for reporting. * Submit minutes to the County Clerk. * Submit quarterly DNRC grant reports. * Calculate potential mill levy revenue by completing the Mill Levy Computation Form found on the MACO web site. * Calculate additional funds needed for Permissible Mill Levy, if requesting additional funds. * Research liability insurance/surety bond options and associate costs for upcoming fiscal year. * Begin process of developing and revising budget and operational plan based on Mill Levy projections and Permissible Mill Levy request. * Monitor and facilitate MACD Resolution Process. |
| **May** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** April Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Liability Insurance Renewal.** Liability Insurance renewal options for board review and approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports: **Filing of Minutes.** Minutes are sent to the County Clerk each month.  **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* Permissive Mill Levy Changes.** Review and discuss costs and estimates of tax implication for a permissive mill levy. Approve Permissive Mill Levy request.  ***ACTION ITEM:* Budget and Permissive Mill Levy Hearings.** Set dates for Budget and Permissive Mill Levy hearings to be held before July 1st.  ***ACTION ITEM:* MACD Resolution process.** Check on MACD Resolution progress. Resolutions may be submitted at any time before August 15th. Review and approve any resolutions ready for consideration.  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review April financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Discuss and summarize cost and tax implications for permissive mill levy. * Work with the Administrator to finalize thedraft budget and operational plan for presentation to the board in June. * Review info on liability insurance/surety bond renewal and present options to the board for approval. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Finalize revised budget and operational plan for review and board approval. * Organize and give notice for Public Budget Hearing and Permissible Mill Levy Hearing. These may be held at the same time. * Monitor and facilitate MACD Resolution Process. |
| **June**  **Q-4 &**  **Year End** | **Board Meeting**  ***ACTION ITEMS:*** The **Finance Committee** presents:   * **Treasurer’s Report.** April Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Budget and Ops Plan Approval.** The upcoming year’s preliminary annual budget and operational plan for board review and approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Filing of Annual Report:** Filing annual report to the Local Government Services - Dept. of Administration; due in the end of June orDecember,depending on budget year. * **Renewal of Liability Insurance and/or Surety Bond.** Liability Insurance and/or Surety Bond successful renewal. * **Permissive Mill Levy Hearing Report.** An update on how the permissive mill levy hearings went. * **Mill Levy Report to County.** On or before the 1st Monday of July, prepare preliminary mill levy determination and permissive mill levies determination and submit a letter to the County requesting maximum mill levies documents.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* DNRC/CDB Administrative Grant.** Review and approve administrative grant requests to DNRC/CDB.  ***ACTION ITEM:* MACD Resolution process.** Check on MACD Resolution progress. Resolutions may be submitted at any time before August 15th. Review and approve any resolutions ready for consideration.  ***ACTION ITEM:* Funding for Attending MACD Area Meeting.** Determine who can go and approve additional, non-budgeted funding for travel if needed.  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review May financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Finalize the preliminary annual budget and operational plan for board review and approval. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Prepare and submit DOA annual report; due in the end of December (6-months end of financial year) * Renew liability/surety bond insurance. * Public Budget Hearing and Permissible Mill Levy Hearing. These may be held at the same time. * Conduct Budget/Mill Levy hearings. * Submit Mill Levy Report to County. * Prepare DNRC/CDB Administrative Grant proposal for board review and approval. * Monitor, facilitate, and prepare resolutions for board approval and submission to MACD Resolution Review Process. * Project funding needs for attending MACD Area Meeting. |
| **July** | **At the Board Meeting: Beginning of Fiscal Year**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** June Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Payroll Taxes.** Reports that payroll taxes have been paid for the previous quarter. * **Q-4/YE Financials.** YE/Q-4 Financial Report and YE/Q-4 Income Statement vs Budget and Balance Sheet for board review and approval. * **Audit Status.** Inform the board if there will be a need for an annual audit based on revenue.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  ***ACTION ITEM:* YE/Q4 Ops Plan Review.** The **Administrator** presents the YE/Q-4 annual operational work plan update to the board for review and approval.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Grant Reports**. Timely filing of grant reports, especially DNRC which is due by the 15th of the month following the end of a quarter. * **Filing of Annual Report.** Successful submission of annual report to the Local Government Services - Dept. of Administration; due in the end of June orDecember,depending on budget year. * **Preliminary Budget Filed.** Filing of preliminary budget with Clerk and Recorder. * **DNRC/CDB Grant Submittal.** Successful filing of DNRC/CDB administrative grant request.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* MACD Resolution process.** Check on MACD Resolution progress. Resolutions may be submitted at any time before August 15th. Review and approve any resolutions ready for consideration.  ***ACTION ITEM:* Executive Session. Administrator’s Evaluation.** Discuss and agree upon Administrator’s evaluation results/feedback and any modifications to compensation during an Executive Session.  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review June financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation. * Review YE/Q-4 financials and readies for presentation to board. * Review Payroll Tax report to ensure payments have been submitted. * Review financials in order to make a recommendation to the board of the need for an audit or outside review   **Appointed board members - Admin Annual Evaluation**   * Finalize the Administrators evaluation documentation and readies to lead board discussion at the July board meeting. * After the board meeting, a draft feedback letter and two board authorized officers meet with the Administrator to discuss evaluation feedback. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Update progress on Ops plan and be prepared for reporting. * Submit minutes to the County Clerk. * Submit quarterly DNRC grant reports. * Submit DNRC/CDB Administrative Grant proposal. * Send approved preliminary budget to County Clerk. * Monitor and facilitate MACD Resolution Process. |
| **August** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** July Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Revised Budget Approval.** Revised budget, if needed, to board for approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  **The Administrator reports:**   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **MACD Resolution Filings.** Report on filling of Resolutions for MACD consideration.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* MACD Resolutions Due August 15th.** Board checks that all Resolutions have been submitted to MACD prior to August 15th. Review and approve any resolutions ready for consideration.  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review July financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Work with the Administrator on revisions to budget based on final Mill Levy/Permissive Levy funding for board review and approval, if needed.   **Appointed board members to lead Officer/Committee elections and orientation of new supervisors.**   * Identify supervisor openings. * Assist with identifying candidates to run for office. * Work with the Administrator to educate the public and candidates on expectations and roles and responsibilities of the supervisor position. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Monitor and facilitate MACD Resolution Process. * Work with Treasurer/Fin Com on revisions to budget based on final Mill Levy funding for board review and approval, if needed. * Begin to prepare for Supervisor Election filing, if needed. |
| **September**  **Q-1 Ends** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** August Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board   approval.  ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  **The Administrator reports:**   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Supervisor Election Paperwork Filed.** Supervisors have submitted paperwork for elections. * **Revised Budget.** Submittal of revised budget to County Recorder, if needed.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  Review dates of MACD Fall Convention and attendance details.  ***ACTION ITEM:*** Review and discuss all resolutions submitted by Area and vote on your district’s stance for Area Meeting.  ***ACTION ITEM:*** Identify and appoint a supervisor to represent your district at the upcoming Area Meeting.  **IMPORTANT DATE: Area Meeting and Elections of MACD Board Representative (August or September)**  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review August financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Ensure paperwork has been submitted for Supervisor Elections. * Organize and distribute Resolutions for board review and approval. * Prepare for MACD Area Meetings and representative election. * Send approved/revised budget to County Clerk. Due the first Thursday after the second Tuesday in September. |
| **October** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report,** September Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board approval. * **Payroll Taxes.** Reports that payroll taxes have been paid for the previous quarter. * **Review of Q-1 Financials.** Q-1 Income Statement vs Budget and Balance Sheet for board review and approval.   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  ***ACTION ITEM:* Q-1 Ops Plan Review.** *The* ***Administrator*** *presents the Q-1* annual operational work plan update to the board for review and approval.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Grant Reports**. Timely filing of grant reports, especially DNRC which is due by the 15th of the month following the end of a quarter.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* Officer, Committee and New Supervisor Support.** Elect two supervisors to lead organization for officer and committee appointments/elections and orientation of new supervisors.  ***ACTION ITEM:*** Review and discuss all resolutions that passed at the Area meeting and vote on your district’s stance for the MACD meeting.  ***ACTION ITEM:*** Designate a supervisor to represent your district during the MACD Convention.  **Other agenda items are as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review September financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval. * Review Q-1 financials and readies for presentation to board. * Review Payroll Tax report to ensure payments have been submitted. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Update progress on Ops plan and be prepared for reporting. * Submit minutes to the County Clerk. * Submit quarterly DNRC grant reports. * Gather and distribute Resolutions for board discussion on district stance on resolutions approved at Area meeting. |
| **November** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** October Treasurer’s Report per CD Policy. * **Authorization of Expenses.**   ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **SAM Registration. Customize:** Renewal will depend on the month you originally registered. Move this item to the month that corresponds with your CD’s renewal.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:* Succession and Transition of Officers and New Supervisors.** Designate board members to take lead on organizing officer/committee elections and new supervisor orientation.  ***ACTION ITEM:* Conflicts of Interest (COI) Disclosed:** Supervisors disclose any COI and recuse themselves from hearing, discussing, or deciding anything related to the issue.  **Other agenda items are as needed.**  **IMPORTANT DATES:**   * **Supervisor Elections Held During General Election** * **MACD Fall Convention** | **Treasurer/Finance Committee Before the Board Meeting**   * Review October financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval.   **Appointed board members to lead Officer/Committee elections and orientation of new supervisors.**  Organize and schedule new board member orientation (before January). | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Update SAM registration. * Finalize any preparations necessary for the MACD Convention. |
| **December**  **Q-2 Ends** | **At the Board Meeting:**  ***ACTION ITEMS:*** The **Treasurer/Finance Committee** presents:   * **Treasurer’s Report.** November Treasurer’s Report per CD Policy. * **Authorization of Expenses.** Monthly expenses for board   approval.  ***ACTION ITEM:* Minutes.** The **Secretary** presentsminutes for review and approval. Signed per CD policy.  The **Administrator** reports:   * **Filing of Minutes.** Minutes are sent to the County Clerk each month. * **Filing of Annual Report:** Filing annual report to the Local Government Services - Dept. of Administration; due in the end of June orDecember,depending on budget year * **Confirms Oath of Offices.** New Supervisors have taken oath of office.   **ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL**  ***ACTION ITEM:*** **Water Reservations.**  Review water reservations and set annual rates, if applicable.  **Other agenda items as needed.** | **Treasurer/Finance Committee Before the Board Meeting**   * Review November financials per board policy and create a written report or minutes of meeting. * Review monthly expense payments for recommendation to the board for approval.   **Appointed board members to lead Officer/Committee elections and orientation of new supervisors.**   * Talk with current officers & appointed individuals, whose terms are up for renewal, to gauge interest in continuing. * Identify possible candidates for open positions and discuss interest in serving. * Prepare recommendations for board officers and other appointed positions for board consideration and approval. * Conduct new supervisor orientation. | * Prepare and forward financial reports to Treasurer/Finance Com for monthly review per CD policy. * Submit minutes to the County Clerk. * Prepare and submit DOA annual report; due in the end of December (6-months end of financial year) * Ensure that oaths of offices have been executed. * Work with designated board members on identifying candidates for officer/committees/other elected or appointed positions. * Work with designated board members to organize and conduct new supervisor onboarding and orientation. * Support organizing for officer/committee elections and new supervisor orientation as needed. * Prepare and submit DOA annual report. * Prepare information for water reservation review and approval by board, if applicable. |