

**Riverside Cemetery District  
Board Policy**

**BOARD OFFICERS**

Policy 16

The officers of the Board shall be chairman, vice-chairman, secretary and treasurer.

**DUTIES OF THE CHAIRMAN**

The chairman of the board shall preside at all Board meetings the Chairman shall have full voice and vote on all motions put before the Board.

**DUTIES OF THE VICE-CHAIRMAN**

In the absence of the Chairman, the Vice-Chairman shall preside at the meeting. If neither Chairman or Vice-chairman is present, the board members who are present shall elect a temporary chairman for the purposes of the meeting.

**DUTIES OF THE SECRETARY**

1. Co-sign, with the chairman, all checks unless the treasurer's signature is affixed;
2. Keep the minutes of the meetings of the Board and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting;
3. Have care and custody of the record books and documents of the Board;
4. Cause the annual report to be made and forwarded to the proper local, county, and state officials;
5. Receive and reply to all communications as directed by the Board;
6. File all papers pertaining to district business;
7. Call special meetings of the Board when requested;

**DUTIES OF THE TREASURER**

The treasurer is the custodian of the cemetery district funds. He or she shall:

1. Cause an account to be kept of the receipts and expenditures of the district;

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2. Co-sign, with the chairman, all checks.
3. Have custody of all district money and pay it out countersigned by the chairman;
4. Render a financial statement at any time required by the Board and, at the close of each fiscal year, cause to be published in some newspaper of general circulation within the district, a detailed report showing the sources of revenue and the purposes for which monies were expended.
5. Will have responsibility for budget preparation and presentation of a preliminary budget annually.

In the event a vacancy should occur in any office of the Board of Trustees, the vacancy shall be filled by the remaining members of the Board of Trustees.

Adopted: 11/9/2004