

**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