

POLICY 3.1

BOARD OFFICERS

ADOPTED: FEBRUARY 1, 2013

REVISED : AUGUST 19, 2025

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Jefferson Rural Fire Protection District. These shall include President (or Chair), Vice-President, Secretary/Treasurer. Officers have the general powers and duties outlined below:

PRESIDENT:

The president of the board shall preside at board meetings and shall prepare or confer with the Fire Chief on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. He or she may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). The president has the same right as other members of the board to move, second, debate and vote.

VICE-PRESIDENT

In the president's absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district policies.

SECRETARY/TREASURER

The secretary/treasurer shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary/treasurer. They shall ensure that accurate accounting and financial records are maintained by the district, and that all requirements of Oregon's Local Budget Law are followed. The treasurer should provide regular financial updates to the board, as the board deems appropriate. They shall annually review the audit. In the absence of both the president and vice-president, the secretary/treasurer may act as president pro tempore.

CLERK

The clerk of the Board shall be the Fire Chief of the District or such other person as may be designated by the Board. The clerk will respond directly to routine correspondence and handle other correspondence of interest to the board as directed (this may include drafting correspondence or replies for board review). The clerk may be charged with preparing the board meeting agenda and drafting policy motions and maintaining and updating the district's policy and procedure manual. He or she should attend all board meetings and may be charged with providing meeting notice and making physical meeting arrangements according to Public Meetings law.