

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION ADMINISTRATION
POLICY A-6

DUTIES OF THE SECRETARY-TREASURER OF THE BOARD

6.0 INTRODUCTION

The Secretary-Treasurer of the Board shall see to it that accurate minutes of the Board Meetings are taken. This may be delegated to staff members. The Secretary-Treasurer of the Board shall see to it that the minutes of the previous Board Meeting are distributed to each Board Member in a timely manner in order for the Board Member to review the minutes prior to approval.

6.1 The Secretary-Treasurer of the Board shall see to it that the staff of the District maintains accurate accountings of the financial records of the District.

6.2 It shall be the responsibility of the Secretary-Treasurer to review the annual audit of the District's financial status with the staff prior to submitting the audit to the balance of the Board. The Secretary-Treasurer shall see to it that the audit is sent to the proper agencies that require its submission.

Adopted 03-31-2003

Revised 08-08-2013

Re-Affirmed: 10-17-2019