

District Clerk Position - Chepachet Fire District

The position of the District Clerk is key to the Chepachet Fire District as this position ensures compliance with the rules and regulations of the Open Meeting Act.

The role of the District Clerk will include, but may not be limited to, the below tasks and obligations.

Monthly Board Meetings / Special Meetings

- Schedule the meetings on the Secretary of State's website
- Work with the Chairman of the Board to prepare a monthly agenda, seeking topics for discussion from board members
- Post the agenda on the secretary of State's website as required along with the 3 designated town locations
- Attend all monthly board/special meetings
- Record and transcribe each meeting's minutes to be presented at the next monthly meeting for review and approval by the board members
- Maintain both printed and recorded copies of each meeting within the District's secure computer system

Annual Board Meeting

- Schedule the Annual Meeting on the Secretary of State's website
- Work with the Chairman of the Board to prepare the agenda for the meeting
- Post the notice of the Annual Meeting as outlined within the by-laws (advertisement in local paper & posted in various locations within the town) by the required dates
- Ensure the town Voter's List is obtained and certified at the Canvas the Voters List Meeting prior to the Annual Meeting as outlined in the by-laws
- Compile the Slate of Officers list and give notice to the Board at the May Monthly Meeting
- Compile the required documents needed for the Annual Meeting and ensure enough copies are available for attendees

The District Clerk will work to achieve the following skills:

- Understand and enforce the rules and regulations of the Open Meeting Act
- Understand and become certified in APRA requests
- Understand and complete the annual Ethics Commission report within the dates required
- Understand and help to enforce the guidelines within the Charter and By-Laws of the District
- Ensure documentation is kept up to date for Board Member elections and terms, non-elected position appointments and special committee membership
- Take the training required to manage the Secretary of State website for the Chepachet Fire District and its sub committees