

## WHAT A BOARD MEMBER SHOULD DO

1. Know the jurisdiction's purpose and the limits of its authority.
2. Identify problems and needs within the jurisdiction's authority to solve and meet. Communicate them to the public, the board, and the manager.
3. Assist with long range planning. Have a vision of what the jurisdiction should be and influence actions to progress in that direction. Determine the jurisdiction's destiny.
4. Know and periodically review and update the jurisdiction's master plans.
5. Determine the priority of jurisdictional goals and insure the implementation of activities in order of importance.
6. Adopt, utilize, and adhere to written policies (operating, financial, personnel).
7. Determine what level of service is acceptable and affordable.
8. Set fees and taxes at levels necessary to achieve the purposes of the jurisdiction and responsibly manage the assets of the public.
9. Adopt and monitor a budget designed to implement the plans and achieve the purposes of the jurisdiction and responsibly manage the assets of the public.
10. Look at risk and return before investments.
11. Communicate with the public.
12. Select, direct, and communicate with the managers and staff as a board. Evaluate, praise, reprimand and terminate employees when appropriate.
13. Let the manager manage.
14. Request and be receptive to manager and staff recommendations.
15. Weigh all information and in-puts before making decisions.
16. Attend and participate in meeting. Focus on issues not personalities. Discuss rather than argue. Support the majority decision. Remember the 11<sup>th</sup> Commandment, "Thou shalt not take thyself too seriously."
17. Monitor progress and outcome of policy.
18. Avoid conflicts of interest.
19. Maintain a positive relationship with the media.
20. Recognize special accomplishments of the board, manager and staff.

## **WHAT A BOARD MEMBER SHOULD NOT DO**

1. Become involved in the day to day operations of the jurisdiction.
2. Involve the jurisdiction in activities outside of its authority.
3. Supervise or direct the manager's staff.
4. Direct or require work from the manager as an individual.
5. Publically speak for the board unless authorized by the board.
6. Promise things to constituents outside of meeting.
7. "Blind side" the manager or board with surprise issues or visitors to meetings.
8. Be swayed by vocal minorities. Make decisions based on one sided in-put.
9. Expect favors or special considerations.
10. Circumvent established board policy.