

**TRI-PAR ESTATES PARK & RECREATION DISTRICT  
POLICY & PROCEDURE**

**ITEM 3.2.1           JOB DESCRIPTION – BOARD CHAIR**

The Chair of the Board of Trustees is selected by an election among the nine (9) Trustees according to HB 1857 and the District Bylaws, Section 5.

**RESPONSIBILITIES:** Administers policies adopted by the board of trustees. Gives general oversight to work of trustees and operations of the District.

**DUTIES:**

1. Chair meetings of the Board of Trustees.
2. Call special meetings of trustees as needed.
3. Coordinate activities of trustees.
4. Park Manager job to supervise paid staff.
5. Make decisions of administrative matters that do not require action by the board.
6. Countersign checks.
7. Sign contracts approved by board of trustees.
8. Sign resolutions and legal documents after board approval.
9. Contact District’s attorney on legal matters.

06/16/2015   01/99, 10/89

**Board Adopted – 08-18-2020**