HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws

POLICY TITLE: **Duties of Employees**
POLICY NUMBER: **4030**
ADOPTED:
AMENDED:

4030.01 Duties of General Manager
The General Manager shall be responsible for all of the following:

4030.01.1 The Implementation of the policies established by the Board of Directors for the operation of the District.

4030.01.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.

4030.01.3 The supervision of the District's facilities and services.

4030.01.4 The supervision of the District's finances.

4030.02 Duties of the District Secretary
The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board Action, a recording secretary may be appointed to record and transcribe the minutes of meetings.