

## **Burton Water Cooperative Board of Directors Terms, Expectations and Time Commitment**

**Board terms** are 3 years. However, in this first Operational Period Board Election, The Bylaws state that initial Director terms shall be staggered with one Director elected for a term of one (1) year; two Directors for a term of two (2) years; and two Directors for a term of three (3) years. Assignment of Directors to the initial term of either one (1), two (2) or three (3) years shall be by lottery.

### **Expectations for BWC Board Members**

- Current membership in the BWC
- Commitment to and strong support of the purpose and mission of the BWC with some background knowledge of its development to date
- Commitment to participate in all BWC activities, processes and decision-making in a ethical manner always representing the interests of the collective over individuals
- Commitment to collaborate effectively and transparently with fellow Board, Committee Members and all BWC Members. This includes the ability to work through conflicts well in a timely fashion to keep lines of communication clear and open across all relationships and to contribute to a healthy organizational culture.
- Adherence to standard rules of order and the Cooperative's Articles of Incorporation, Bylaws, and Rules and Regulations.
- Knowledge or expertise related to one or more areas of the BWC development and creation including but not limited to non-profits and board management, utilities, water resource policy, real estate, construction, financing (preferably, government loan programs), deal negotiation, management and execution, organizational development, or community development. Familiarity with Google docs/sheets as primary document sharing technology. *Board Members are not required to have hydrology or water engineering expertise.*
- Oversight of BWC Operations including:
  1. Physical operation and maintenance of the water system
  2. Authorization of water connections and approval of member agreements
  3. Selection and management of outside agents and contractors
  4. Selection and management of the BWC Water System Operator
  5. Billing and collection of payments
  6. Authorization and payment of financial obligations
  7. Management of the acquisition and sale of any capital assets and real property
  8. Budgeting, forecasting and emergency response
  9. Financial review and audits by outside accountants

10. Maintaining insurance for the BWC
  11. Setting all rules, regulations and policies for the BWC
  12. Setting all rates and fees
  13. Record-keeping related to the business and governance of the BWC
  14. Adherence to Cooperative Personnel Policies
- Commitment to lead in one area of the Board's oversight and community involvement mandate, including a Board office and/or leadership role of one of the committees established by the Board. Community committees involve members of the Co-op who are not on the Board and who provide input, community oversight, and in some cases, direct project support. Committees include:

**Finance** (One Board Member, 5-7 non-Board Members): Review of Quarterly Financials, Presentations at the Coop's annual meeting, counsel on investment strategies for surplus funds, review of the reports to the USDA and Heritage Bank.

**Operations/Construction** (One Board Member, 3-5 non-Board Members): Oversight of construction contracts, project management, quality control and logistics, staff and contractors involved with the construction

**Membership & Communications** (One Board Member, 5-7 non-Board Members): Member communications including website, social media and all other electronic or hard copy communications to the Coop membership. Preparation for the annual meeting and the board voting process.

## Time Commitments

- Attend bi-monthly meetings (expected to need two board meetings a month in BWC's first year of operation, shifting to monthly after that) and any additional scheduled meetings of the BWC Board, mostly on zoom, sometimes in-person. Review of agenda and preparation of any related materials Fulfillment of Board Officer role (if applicable) **(8 hrs month)**
- Serve on one of 3 committees (Finance, Operations, Communications/Membership) and lead + attend monthly Committee meetings **(2-3 hours/month)**
- Committee project work (examples include drafting communications, reviewing documents and contracts, meeting with outside contractors, etc) **(5-9 hours/month)**
- Estimated total monthly time commitment: **15-20 hours/month**

October 2024

