

**Pacific City JWSA**  
**Board of Directors Workshop**  
**July 21, 2021**

- Purpose of the workshop and overview of agenda
- Consultant's summary and comments on individual interviews with board members
- Discussion of SDAO guidelines regarding board member basic commitments and responsibilities
  - One of the *most significant responsibilities* as a board member is to understand that the board is a team and members need to work together as such.
  - Overall, *the role of a board member* is to make and approve district policies, set the direction of the district, make decisions, establish strategic goals and objectives, and be an advocate for special districts.
  - District board members have *no individual powers separate from the powers of the board* and have no authority to act individually without delegation of authority from the board. If a board member acts without authority from the board, the individual can be exposed to personal and district liability.
  - Individual board members have *no individual authority to direct district staff* or administrative activities without delegation of that authority from the board
- Board members' understanding and commitment to the following functions
  - The guidelines the board will follow in interacting with staff
  - The protocols the board will follow to ensure consistent, transparent flow of all relevant information needed to conduct the district's business
  - The guidelines members will follow to ensure efficient, effective board meetings

Rob Mills, Consultant  
July 18, 2021