

Jump River Electric Cooperative
POSITION DESCRIPTION
DIRECTORS

Objective:

The directors are elected by the membership at the Annual Meeting to represent them in their best interests. Each director is elected for a three-year term and three directors are elected each year.

Duties and Responsibilities

1. Directors govern the cooperative and set policy.
2. They hire a general manager to manage the Cooperative who in turn hires a staff to operate and carry out specific duties.
3. Directors decide how its resources and services are to be used for the benefit of the members.
4. Directors must be honest and fair in their decisions. They share responsibility for Board decisions even if they are not present.
5. They should be in touch with their members and to know their needs and wishes.
6. Establish sound policies and goals as guides for the manager and see they are followed. They should not try to manage the Cooperative and definitely do not become involved with employee complaints or criticisms.
7. Become familiar with the bylaws, policies, financial statements, and hire an auditor annually to report directly to the Board.
8. It is the obligation of the directors to hold monthly board meetings and committee meetings as necessary and have the responsibility to attend these meetings. Board members that are absent frequently may be asked to resign as set forth in policies adopted by the Board.
9. Board members shall serve on various committees, i.e., audit, truck and equipment, insurance and employee benefit, building, bylaws, and finance. These committees shall be rotated each year so each member has an opportunity to serve on a different committee.
10. Audit committee meets prior to the board meeting to review the preceding month's income and cash disbursements, sales, and operating report.
11. Board meetings are held generally the last Tuesday of the month and are daytime meetings so staff is available to answer questions.
12. Directors shall engage competent attorneys and engineers to assist the Board and Manager in legal and engineering matters.
13. Directors must be aware that they observe the same rules as other members do and must not expect or accept personal favors because of their positions.
14. Directors should debate matters coming before the Board as vigorously as they can, bringing to bear all the pertinent information they can provide; however, once a majority has made a decision, all directors must accept and support it.
15. Matters discussed at a board meeting shall not generally be divulged beyond the boardroom by the directors or employees in attendance.
16. Directors should be willing to take a stand in defending the Cooperative against criticism.
17. Cooperative board meetings do not come under the "open meeting" law; however, members should never be discouraged from attending a meeting if they so desire. If it is a controversial matter that could be a deterring affect to the Cooperative, the Board and Manager may request that the policies of the Cooperative be followed.