

Utility Board Roles and Responsibilities

Are you looking to have a deeper understanding of what it means to serve as a board member for your utility? This workshop will cover utility board roles and responsibilities intended for both new and experienced board members. Attendees will gain insight into the extensive duty of serving as a board member and how to do so successfully. There are many factors ranging from fiscal responsibility, ethics, knowledge of state and federal law, and environmental compliance that board members should be aware of when fulfilling their duties to ensure that the utility functions as a business. This will streamline the utility's ability to serve the community by providing quality, safe service.

Participants will gain knowledge in:

- Understanding the board's legal responsibilities
- Board practices that can benefit the board to stay informed and respond proactively
- Fiduciary responsibilities
- Policy Setting
- Conducting board meetings

This workshop is recommended for system managers, new or existing board members, as well as those considering serving on a utility board.

We will be using the Go To Training (GTT) virtual platform to present this workshop.

Attendees will participate through a pre and post-test, polls, and interactive exercises.

Workshop Agenda

9:00 – 9:10 Introductions

9:10 – 9:20 Pre-Test

9:20 – 9:45 Board Member Roles and Responsibilities

9:45 – 10:10 How to Conduct Board Meetings

10:10 – 10:30 The Importance of Policies and Procedures

10:30 – 10:50 The Management Duties of the Board

10:50 – 11:15 The Board's Financial Management Responsibilities

11:15 – 11:30 Managing for the Future

11:30 – 11:45 Questions and Answers

11:45 – 12:00 Post-Test

Dessa Wells
Rural Development Specialist - Environmental

Vancouver, WA

Skills

- Budget development
- Public speaking, presenting, and training
- Community outreach
- Business Management
- Business growth
- Nonprofit board responsibilities

Experience

Dessa Wells joined RCAC in 2021. She provides technical, managerial, and financial (TMF) assistance to small communities' water and wastewater systems so that they may operate sustainably and deliver quality safe drinking water to their communities.

Before joining RCAC, Mrs. Wells worked as a business manager and trained and mentored other business managers and owners on how to successfully run their organizations. She has extensive experience in communication, budgeting, and training.

Certification

Budgeting, Financial Peace University