

# **NOTICE OF BOARD POSITION VACANCY**

An Opportunity to Serve Your Community

## **BLACK CANYON CITY WATER IMPROVEMENT DISTRICT**

A recent resignation and realignment leaves the District with the Board position of secretary open. All Board positions are critical to the District and must be filled at the earliest opportunity by a registered voter living within, or owning property within, the District.

Each Board member represents ALL the Owner/Users and their first priority is to safeguard the Owner/Users' interests. They should be attentive to the input of the Owner/Users, should have NO self-interests, should be actively involved in customer relations, should be in frequent contact with Management and must be willing to participate as a civic service without compensation of any kind. The position is elective, subject to voter approval every four years, and will not be subject to an election until 2012.

The secretary's specific duties are: Record (digital) minutes at each meeting; responsible for the maintaining the recorder; responsible for transcribing the minutes and insuring that at least two copies of all electronic files, including recordings, are maintained at different locations; safeguards the best interests of Owner/Users.

If you are interested, please submit a detailed written description by January 14, 2009 and be prepared to attend the next regular Board meeting on January 21, 2009 at 6:30 PM. Your submission should outline your employment background and emphasize experience that you believe might aid you in fulfilling the duties of the jobs outlined above.

The Board will review all submissions and make the final selection at the next regular Board meeting.