

**LA PLATA COUNTY
POSITION DESCRIPTION
VOLUNTEER – DURANGO HILLS ROAD IMPROVEMENT ADVISORY COMMITTEE**

Purpose: To act in an advisory capacity and make recommendations to the La Plata County Board of County Commissioners concerning the annual district budget, work plan and mill levy. The Committee shall also be responsible to coordinate and oversee road maintenance and improvement activities and snow removal for those roads within the Durango Hills Road Improvement District specified in Resolution No. 1997-21.

Duties:

- a. To make recommendations to the Board of County Commissioners concerning the annual district budget, work plan and mill levy;
- b. To coordinate and oversee road maintenance and improvement activities and snow removal for roads within the Durango Hills Road Improvement District.

*Full Resolution creating the Durango Hills Road Improvement Advisory Committee can be found in the La Plata County Code: Chapter 2, Article III, Division 24, Sec. 2-676 through 683.
Resolution: 1990-33 ; 1997-21 ; 1998-22 ; 2012-11*

Member Composition: 7 Regular members

Term Length : 3-years

Qualifications:

1. Members must be residents of the Durango Hills Road Improvement District;
2. Members must have reached 18 years of age by the effective date of their appointment.

Personal Commitments:

1. To attend all meetings of the Advisory Committee unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Advisory Committee;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Advisory Committee members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To conduct myself in accordance with the Advisory Committee's adopted rules of procedure;
11. To honor and comply with the La Plata County Code of Ethics policy (attached);
12. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: _____ Date: _____

Signature: _____