



# BONNET SHORES FIRE DISTRICT

Narragansett, Rhode Island 02882

*Established 1932*

## Clerk Roles & Responsibilities

1. Regularly scheduled, special and additional meetings
  - a. Attend all meetings of the district and the district council, recording meeting minutes, and when possible and permissible to livestream and record said meetings via district account and data storage base. In the absence of the clerk at any meeting of the district or district council, another person may be appointed by the council or committee for these purposes.
  - b. Schedule all meetings of the district and the district council with the Rhode Island Secretary of State, abiding by the OMA requirement of a minimum 48 hour notice, where the hour count does not include weekends and state observed holidays, and all other RI OMA laws in effect at the time. In absence of the clerk, the Chair Person of the council has the right to post this notice.
  - c. Submit all meeting minutes to the RI SoS within 30 days of the meeting held, as well as submitting district council minutes to the council for final approval, and the webmaster for filing on the district website.
2. Maintain the status of the District and all subsequent public bodies with the SoS via the SoS website, updating as necessary.
3. The Annual Meeting (current requirements, to be updated pending charter revisions)
  - a. Choose the meeting location.
  - b. Secure all materials and items necessary for the meeting. Included but not limited to, tables chairs, office supplies, an outdoor tent, AV equipment, etc.
  - c. Prepare and post an announcement in accordance with the bylaws in effect at that time. Current bylaws instruct to post in the Providence Journal and one other local newspaper twice, with the 2<sup>nd</sup> notice no later than 5 days prior to the meeting.
  - d. Additional notice is currently required as a mass mailing to all qualified voters with additional documents, outlined in the bylaws.
  - e. Drafting the proxy form to be used for the Annual Meeting
  - f. Collecting all proxy forms at the Annual Meeting check in, validating proxy forms and distributing proxy ballots as needed.
  - g. Drafting the ballot forms to be used for the Annual Meeting
  - h. Compiling the voter verification list to be used by volunteers at the voter check in process.
  - i. Checking in and verifying voters at the Annual Meeting, along with the Tax Assessors
  - j. Tally ballots of the Annual Meeting.
4. Fulfill other supporting requests made by the council as outlined in the ByLaws (Article III, Sec. 4).

130 Bonnet Shores Road, Narragansett, RI 02882

 [www.bonnetshores.org](http://www.bonnetshores.org)  (401) 895-0099