

MURRIETA VALLEY CEMETERY DISTRICT

BOARD OF TRUSTEES APPLICATION

Thank you for your interest in serving on the Murrieta Valley Cemetery District Board of Trustees. The Riverside County Board of Supervisors is responsible for appointing the most qualified persons to oversee the cemetery districts. Each Trustee is expected to provide skills and expertise to assist with the continued operation and success of the cemetery district.

A member of the Board of Trustees must be a registered and active voter within the cemetery district boundaries. Trustees are appointed by the County Board of Supervisors to serve four-year terms as the governing body of the cemetery district in accordance with the California Health & Safety Code (CH&SC), section 9024. A member of the Board of Trustees may be appointed by the Board of Supervisors to serve more than one term. The Board of Supervisors may elect to appoint a new Trustee after a term has been fulfilled.

The appointment process itself is straightforward. The Board of Trustees shall review all of the applications and then ask those it feels are qualified to make themselves available for a personal interview at a time of the Board's choosing. As the entire Board shall be participating in the interviews, they by law must be open to the public.

Once the interviews are complete, the Board shall recommend one or more applicants to Riverside County Supervisor Jeff Stone. Supervisor Stone will then make a determination to place the applicant he selects on an upcoming Board of Supervisors meeting for final confirmation and appointment to the board.

An important note – the information submitted on this application does become, by definition, a public record and is subject to distribution upon request pursuant to State of California's Ralph M. Brown Act.

Please review the attached "Roles and Responsibilities" to help you decide if you can provide the expertise, commitment and oversight that is needed.

In order to help appoint the most qualified candidate, please complete the application and return to the cemetery district manager. The information requested should be typed or handwritten in the space provided on the form. You may explain your answers to particular questions by the use of attachments. Any attachments should be numbered according to the questions asked. Please feel free to submit a resume with your application.

The application must be signed, dated, and completed in full. You may submit your application to the Cemetery via email, fax, in person or by mail.

District Manager
Murrieta Valley Cemetery District
42800 Ivy St.
Murrieta, Ca 92562
Off: 951.677.4223
Fax: 951.677.5559
mbaker@murrietacemetery.org

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1. **Name:** _____

2. **Address:** _____

3. **Phone:** Home _____ Cell _____

4. **E-mail:** _____

5. **List all current professional organizations and societies of which you are a member:**

<u>Organizations/Societies:</u>	<u>Since</u>
_____	_____
_____	_____
_____	_____

6. **Have you previously or do you currently serve on a special district board of trustees/directors? Held or currently hold any appointed or elected office of any other public agency?** Yes___No___

If yes, please identify the organization(s) for which you held the position(s): _____

7. **Are you a resident in the Murrieta Valley Cemetery District?** Yes___No___

8. **Do you have a relative or spouse who is currently or formerly an employee or appointee at the cemetery district?** Yes___No___

If yes, please explain: _____

9. **I have read and understand the roles and responsibilities required of being a Trustee:** Yes___No___

10. **Please explain why you wish to serve as a member of the Murrieta Valley Cemetery District Board of Trustees. (Please use attached sheet if necessary.)**

Signature _____ **Date** _____

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BOARD OF TRUSTEES ROLES AND RESPONSIBILITIES

1. Become knowledgeable of all California law pertaining to the operation of public cemeteries. (See the California Association of Public Cemeteries "Guide to Public Cemetery Operation").
2. Do all acts necessary or proper for carrying out the purposes of a public cemetery district.
3. Conduct all Board of Trustee business at public meetings in accordance with the Ralph M. Brown Act, California Code, sections 54950 through 54962.
4. Set policy for the management of the cemeteries of the District in accordance with California Health & Safety Code and California Code.
5. Determine rules and regulations for operation and use of the cemetery.
6. Determine fees and charges for all district services and products.
7. Determine annual general operating budget and review statement of income and expenditures monthly.
8. Annually establish salary and wage levels for all district employees.
9. Develop sound investment practices and policies.
10. Review all investment reports quarterly.
11. Submit annual statement of economic interest in accordance with the Political Reform Act of 1974.
12. Attend regular monthly, special and emergency board meetings except when prevented by sickness or other emergency situations (Government Code, section 1770 (g)).
13. Ensure legal and ethical integrity and maintain accountability.
14. Actively participate in activities and seminars, which provide education and information necessary for the operation of the district.