

**LA PLATA COUNTY
POSITION DESCRIPTION
VOLUNTEER – IGNACIO, ALLISON, OXFORD CEMETERY DISTRICT COMMITTEE**

Strategic Plan Alignment: Thriving Families and Healthy Community

Purpose: To oversee and administer the operation of the Ignacio, Allison and Oxford Cemetery.

Duties:

- a. Oversee and administer the operation of the Ignacio, Allison and Oxford Cemetery.

Full Resolution creating the Ignacio, Allison, Oxford Cemetery District Committee can be found in the La Plata County Code: Chapter 2, Article III, Division 13, Sec. 2-411 through 2-414.

Qualifications:

1. Members must reside within the boundaries of the Ignacio, Allison and Oxford Cemetery District.

Personal Commitments:

1. To attend all meetings of the Ignacio, Allison and Oxford Cemetery District 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 Ignacio, Allison and Oxford Cemetery District 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 Ignacio, Allison and Oxford Cemetery District 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 honor and comply with the La Plata County Code of Ethics Policy (attached);
11. 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: _____