

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – PINE RIVER CEMETERY DISTRICT COMMITTEE**

**Strategic Plan Alignment:** Thriving Families and Healthy Community

**Purpose:** To oversee and administer the operation of the Pine River Cemetery District.

**Duties:**

- a. Oversee and administer the operation of the Pine River Cemetery District.

*Full Resolution creating the Pine River Cemetery District Committee can be found in the La Plata County Code: Chapter 2, Article III, Division 17 Sec. 2-516 through 519.*

**Qualifications:**

- 1. Members must reside within the boundaries of the District.

**Personal Commitments:**

- 1. To attend all meetings of the Pine River 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 Pine River 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 Pine River 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: \_\_\_\_\_