



POSITION DESCRIPTION

ROCKDALE MUNICIPAL DEVELOPMENT DISTRICT

BOARD OF DIRECTORS BOARD SECRETARY

ABOUT THE ROCKDALE MUNICIPAL DEVELOPMENT DISTRICT

It is the mission of the Rockdale Municipal Development District (RMDD) to aid the City of Rockdale and interested public or private entities in making the community a better place to live, work, and do business. The RMDD may execute any permissible project, as defined in Chapter 377 of the Texas Local Government Code, that benefits, strengthens, and diversifies Rockdale's economic base.

VISION

The Rockdale Municipal Development District will be the premier economic development organization in the Central Texas region that helps businesses and residents prosper.

VALUES

Stability. The Rockdale Municipal Development District will be an organization that is financially stable by producing a balanced budget, engaging in long-term financial planning, and being prudent stewards of public funds. The MDD will be operationally secure by establishing sound financial and internal control policies and governance structures. The MDD will also carefully manage and consider the risks (operational and financial) inherent in managing an economic development organization.

Transparency. The Rockdale Municipal Development District will share all available information willingly and openly.

Operational Excellence. The Rockdale Municipal Development District will follow current economic development best practices. The RMDD will strive to execute our mission to the best of everyone's ability. Any work product will be of the highest quality for our best efforts.

Innovation. The Rockdale Municipal Development District will be engaged in continuous learning. This learning will inspire everyone involved with the RMDD to uniquely approach problems.

Tenacity. The Rockdale Municipal Development District will not give up until our mission is complete.

Inspiring. The Rockdale Municipal Development District will be thought leaders for other community leaders and the broader business and economic development community.

Collaboration. The Rockdale Municipal Development District will openly and eagerly work as a resource with other economic development entities and local business and community organizations to help them achieve their goals.

Planning. The Rockdale Municipal Development District will view its work and actions in terms of a long range effort. This will include creating viable and realistic strategic plans that will secure the enduring success of the community.

SECRETARY, BOARD OF DIRECTORS

Functions

The Secretary of the RMDD Board of Directors shall insure that:

- The RMDD Board and committee minutes are recorded and retained as records of the District
- All public notices are posted in accordance with the Texas Open Meetings Act
- All public information is available for review and distribution in accordance with the Texas Open Records Act

The Secretary shall attest the signature of the President or any other District office

Qualifications

Current appointment to the RMDD Board of Directors

Selection Process

Each year, the Board will nominate and approve one of their members to serve as the Board Secretary.

Term

The RMDD Board Secretary will serve a one-year term

Compensation

The Board of Directors Secretary shall not receive any compensation for their services on the RMDD Board; however, the Secretary is entitled for the reimbursement of actual expenses incurred in performing Board functions.