

**Notice is hereby given that there is a vacancy for the Clerk position for Board of Directors of the Richmond Carolina Fire District**

**The requirements and responsibilities are listed below**

Requirements: Resident of the district and voter in the district

Responsibilities: The Clerk shall give public notice of every regular and special District meeting and shall take and maintain minutes of every such meeting, in the manner required by this Charter and the District bylaws. The Clerk shall give public notice of every regular and special meeting of the Board of Directors and every meeting of every committee and subcommittee, and shall take, post, and maintain minutes of every such meeting in the manner required by Chapter 46 of Title 42, of the General Laws and the District bylaws. The Clerk shall carry out any other duties assigned by the Board of Directors.

A person who wishes to be considered for the vacancy shall submit their name, address to the Board of Directors in writing prior to May 26<sup>th</sup>, 2022