

## *Elsinore Valley Cemetery District*

P.O. Box 751 Lake Elsinore, CA 92530

T (951) 674-2418 F (951) 674-2293

Email: [evcdistrict@verizon.net](mailto:evcdistrict@verizon.net)

### **Board of Trustees Application**

Thank you for your interest in serving on the Elsinore Valley Cemetery 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 at least two applicants to Riverside County Supervisor Kevin Jeffries. Supervisor Jeffries will then make a determination to place the applicants 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 A. 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. The attachments should be numbered according to the questions asked.

The application must be signed, dated, and completed in full. You may also augment your application by attaching your resume. Please return your completed application to:

District Manager  
Elsinore Valley Cemetery  
18170 Collier Ave.  
Lake Elsinore, CA 92530  
[evcdistrict@verizon.net](mailto:evcdistrict@verizon.net)  
T 951-674-2418  
F 951-674-2293

# Elsinore Valley Cemetery District

## Board of Trustees Application

1. **Name:** \_\_\_\_\_

2. **Address:** \_\_\_\_\_

\_\_\_\_\_

3. **Phone:** \_\_\_\_\_

4. **E-mail:** \_\_\_\_\_

5. **Work Experience (Current to last 10 years)**

<u>Employer</u>	<u>Title/Type of Business</u>	<u>City/State</u>	<u>From Date</u>	<u>To Date</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. **Do you have a current/valid California driver's license?** \_\_\_\_\_

7. **If married, name of spouse:** \_\_\_\_\_

8. **Please list professional licenses and certificates you possess:**

<u>Certificates:</u>	<u>Date Issued:</u>
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_____	_____
_____	_____
_____	_____
_____	_____

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

Organizations/Societies:

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10. 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 any officer roles you held in the position

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*If necessary please attach a separate sheet to explain any answers for questions 12-20*

11. Are you a registered voter in the Elsinore Valley Cemetery District? Yes \_\_\_ No \_\_\_

12. Have you resided at your current residence less than 5 years? Yes \_\_\_ No \_\_\_  
If Yes, please list all residences for the past 5 years:

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13. Have you ever been affiliated (as an officer, owner, director, trustee, partner advisor, or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organizations, etc.) within the past five years which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment? Yes \_\_\_ No \_\_\_

If yes, please explain:

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**14. Do you own real property, personal property, financial holdings, or receive income from any source which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment? Yes \_\_\_ No \_\_\_**  
**If yes, please explain:**

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**15. 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:**

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**16. Have you ever been convicted of a violation of any federal, state, county, or municipal law, regulation or ordinance? Yes \_\_\_ No \_\_\_**  
**If yes, please explain:**

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**17. Are you currently under federal, state, or local investigation for possible violation of a criminal law or ordinance? Yes \_\_\_ No \_\_\_**  
**If yes, please explain:**

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**18. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee or other professional group? Yes \_\_\_ No \_\_\_**  
**If yes, please explain**

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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 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 meeting 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.