



Elsinore Cemetery District  
18170 Collier Avenue  
Lake Elsinore, CA 92530  
951.674.2418

[district.manager@evcd.org](mailto:district.manager@evcd.org)

<http://elsinorevalleycemetery.com/>

## **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 person(s) to oversee the public 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 voter within the cemetery district boundaries. The term of office for a member of the Board of Trustees shall be for a term of four years and until the appointment and qualification of the successor. A member of the Board of Trustees may be appointed by the Board of Supervisors to serve more than one term.

The appointment process itself is straightforward. Each applicant must complete an application to serve on the Elsinore Valley Cemetery District Board of Trustees and submit the completed application to the District Manager who will forward all applications 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 a public record and is subject to distribution upon request pursuant to State of California’s Public Records Act.

Please review the attached “Roles and Responsibilities” to help you decide if you can provide the expertise, commitment, and oversight that is needed to serve as a member of the Board of Trustees for the Elsinore Valley Cemetery District.

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 Avenue  
Lake Elsinore, CA 92530

# **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.
8. Review statement of income and expenditures monthly.
9. Annually establish salary and wage levels for all district employees.
10. Develop sound investment practices and policies.
11. Review all investment reports quarterly.
12. Submit annual statement of economic interest in accordance with the Political Reform Act of 1974.
13. Attend regular monthly, special, and emergency board meetings except when prevented by sickness or other emergency situations
14. Ensure legal and ethical integrity and maintain accountability.

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**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>

6. List all current professional organizations and societies of which you are a member:  
Organizations/Societies: \_\_\_\_\_ Date Began \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. 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 necessary, please attach a separate sheet to explain any answers for questions 8-11**

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

9. Do you have a relative, spouse or significant other who is currently an employee or appointee at the Elsinore Valley Cemetery District? Yes \_\_\_ No \_\_\_  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Are you able to provide the necessary time and expertise to perform the essential functions of the offices for which you are applying? Yes \_\_\_ No \_\_\_

11. Please explain why you wish to serve as one of the Elsinore Valley Cemetery Board of Trustees.

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\_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_ Applicant \_\_\_\_\_

**Note:** Application must be signed, dated and completed in full and submitted directly to the Elsinore Valley Cemetery District. Cemetery District Staff will forward application to 1<sup>st</sup> District Supervisor's office for final review.

<p><b><u>To be completed by Cemetery District / District 1 staff:</u></b></p> <p>Date Received by Cemetery District: _____</p> <p>Date Received by 1<sup>st</sup> District: _____</p>
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