

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY



www.johnsoncad.com

109 North Main Street
Cleburne Texas 76033

Metro (817) 648-3000

ACKNOWLEDGMENT OF DUTIES AS A MEMBER OF THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY BOARD OF DIRECTORS

I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

1. establishing the appraisal district office;
2. hiring a chief appraiser;
3. adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
4. adopting a new budget if voting taxing units disapprove of the initial budget;
5. determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
6. notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
7. appointing a person to fill a vacancy in an elective position on the board;
8. electing a chairman and a secretary of the board at the first meeting each year;
9. holding board meetings at least quarterly;
10. developing and implementing policies regarding reasonable access to the board;
11. preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
12. notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
13. in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
14. annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;
15. referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;
16. developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice, and holding a public hearing on the plan, approving the plan, and distributing

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copies of the plan to participating taxing units and the comptroller;

17. making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
18. having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
19. designating the appraisal district depository biennially;
20. receiving resolutions from voting taxing units disapproving of board actions;
21. adhering to Local Government Code requirements for purchasing and entering into contracts;
22. providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
23. adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
24. adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex parte communication requirements.

"Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors."

Signature

Print Name

Date _____