

## VASHON PARK DISTRICT ROLE CLARIFICATION

### BOARD IN GENERAL

1. Determines organization's mission/purpose and values.
2. Engages in strategic planning.
3. Approves and monitor department's programs and services.
4. Ensures adequate financial resources.
5. Provides effective fiscal oversight.
6. Ensures sound risk management policies.
7. Selects and supports the chief executive and reviews his or her performance.
8. Understands relationship between board and staff.
9. Enhances the department's public image.
10. Organizes and continually monitors itself so that board operates efficiently.
11. Operates with committee/task force structure when necessary.

### BOARD OFFICERS

1. CHAIR:
  - General: Ensures the effective action of the board in governing and supporting the department, and overseeing board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
  - Ensures that the Board is aware of and fulfills its governance and fiscal responsibilities.
  - Presides over meetings of the Board of Park Commissioners. Assures there is a realistic and clear agenda prepared in advance of all board meetings. Chairs meetings according to accepted rules of order for the purpose of encouraging all members to participate in discussion and arrive at decisions in an orderly, timely and democratic manner.
  - Signs all resolutions, contracts, and other instruments on behalf of the board
  - Is the primary liaison with the Executive Director, supporting the Director in the fulfillment of the department's mission, values, vision, and priorities.
  - Ensures that the executive director's performance review is conducted annually. This includes ensuring clear expectations have been agreed upon at the beginning of the year, and timely feedback is given throughout the year.
  - Assures the board is functioning effectively.
  - Speaks to the media and community on behalf of the department (in concert with Executive Director).
  - Perform such further duties as are incidental to the office as are properly required by the Board

VICE-CHAIR:

- Fully understands the role of the chair and exercises all the functions of the Chair during his or her absence or disability.
- Perform such further duties as are incidental to the office as are properly required by the Board.

3. TREASURER:

- Oversees the management and reporting of the Park District finances, including providing financial transaction oversight, determining financial statement format, and ensuring transparency.
- Budget: Provides guidance to Executive Director on the management of the budget. Collaborates with the Executive Director in preparing and educating the board and public of the annual budget. Monitors the annual budget and compares the actual revenues and expenses incurred against the budget.
- Financial Policies: Oversees the development and observation of the Park Board financial policies
- Reports: Keeps the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to monitoring required financial reporting forms.
- Approves all vouchers in a timely manner.
- Perform such further duties as are incidental to the office as are properly required by the Board.

4. SECRETARY:

- Attests all resolutions, minutes, expenditures.
- Authorizes the issuance of notices for all meetings
- Oversees the creation and retention of a record of all resolutions adopted by the board. Ensures the safety and accuracy of all board records.
- Supervises the safe keeping of the seal and the minute books.
- Perform such further duties as are incidental to the office as are properly required by the Board.

INDIVIDUAL BOARD MEMBERS

- Attends and participates fully in all board meetings and functions.
- Is informed about the department's mission, values, priorities, policies, programs and services.
- Reviews agenda and supporting materials prior to board meetings.
- Acts as ambassador for the Park District..
- Keeps up to date on developments in the field of parks and recreation.
- Follows conflict of interest and confidentiality policies.

- Assists the board in carrying out its fiduciary responsibilities and help provide financial oversight.
- Offers their skills, knowledge, and experience to all board decisions.
- Honors the appropriate board/staff boundaries.
- Participates in a process of give and take with Executive Director, working collaboratively with Executive Director (a characteristic of the strongest board/executive director partnerships)

## EXECUTIVE DIRECTOR

- **Strategic Direction:** Anticipates and analyzes trends, developments and issues in parks and recreation and recommends meaningful changes in direction as needed. Develops with Board and staff a strategic planning process and implements the approved strategic plan.
- **Programs and Services:** Oversees all programs, services and activities to ensure that program objectives are met, and supports the Park District mission.
- **Fiscal Management:** Develops and manages a Board-approved annual operating budget that reflects and meets the strategic goals for the Park District.
- **Operations Management:** Develops and maintains systems, standard operating procedures, and resources that facilitate the effective operation of the organization. Assures there is a well-defined organizational structure that supports the efficient and effective delivery of the Park District's programs and services and customer satisfaction.
- **Human Resource Management:** Hires, develops, motivates and supervises a committed, talented staff to deliver the services of the mission of the Park District. In addition, the Executive Director is responsible for ensuring that effective humane resource systems exist for performance management, compensation, rewards/recognition, and growth and development of this professional staff.
- **Community Relations:** Creates and maintains positive alliances, partnerships and collaborations with other organizations in the non-profit, private, community and public sectors that will support and advance the Park District's mission and vision.
- **Public Relations:** Promotes public awareness, education and visibility for the issues confronting the Park District's mission, programs and services.
- **Board relationship:** Collaborates with the board on broader projects that are important to the well-being of the organization:
  - The board and executive director work together to create a strategic plan to guide the organization.
  - The board and executive director implement periodic evaluations of the organization to ensure that the Park District remains true to its mission and is effective.

