

Vashon Park District
Board of Commissioners
Subcommittee Structure

Board Commissioners:

In order to: (1) increase our efficiency as a board, (2) maximize the time we have in board meetings, (3) move as quickly as possible, and, (4) assure the entire board is engaged in the planning for the Park District, the following is a first step in developing a working subcommittee structure. The subcommittee structure and membership will vary over time. A sub-committee is a small group of people assigned to focus on a particular task or area, such as finance. A sub-committee develops proposals and makes recommendations to the Board and **the Board makes the final decisions**. Sub committees can be ad hoc (for a distinct length of time) or standing (always in existence). Initially our subcommittees will be ad hoc and we can, as a board, decide which, if any, should be standing committees.

Sub committees and board member participation:

I. User Community** (Lu Ann, Doug and Elaine): Purpose: To develop an understanding of the needs of the user community, to develop formal and informal ways of relating to our user community and prepare goals (short term [2016] and long term). Can CAPRA help here?

II. Planning (Karen, Bob and Elaine). Purpose: To revise the policy manual according to best practice and the needs of the park district, board, executive director and employees and policies associated with the results of the User, the Planning and the Finance subcommittees. Can CAPRA help here?

III. Finance (Scott and Elaine). Purpose: To create the financial vision and revise existing financial policies, formatting of financial statements and ensuring auditability with the goal of transparency and ease of understanding by other board members and the public. Can CAPRA help here?

** the user survey methodology that is recommended by the firm doing the user survey will need to be approved by the board. This user survey is critical and we must be attentive to the methodology used as we, in particular, do not want to raise expectations as is often the result of user surveys.

Each subcommittee will initially prepare an outline of what will be covered in a draft document that outlines the specific tasks you will be focusing on, along with a schedule of deliverables. For instance, each subcommittee will have tasks that include a description of the current situation, a list of problems/challenges, recommendations for changes.... This outline will be submitted to the rest of the Board for discussion and approval. A template will be provided to the sub-committees to help assure some consistency, allowing for the different subcommittee objectives.

Note that Elaine is a member of each subcommittee, but it is the board members who are expected to prepare the document. Elaine should serve as a resource and her participation allows her to provide input and keep abreast of the activities of the board. She will work most closely with Scott on the Finance Subcommittee.

I will provide an example template within the next week. As always, your comments are welcome.

Thanks!

Regards, Karen

