**BOARD MEMBER RESPONSIBILITIES**

**BOARD MEMBERS SHOULD:**

1. Understand the significance of parks and recreation in their community. This can be achieved by making a comprehensive appraisal of the park and recreation agency, working regularly with the chief executive, and developing cooperative plans and efforts with other public, private, voluntary, commercial, and industrial agencies that are concerned about recreation, parks, conservation, and leisure services.
2. Know how recreational services relate to other community services. The suggestions from various community organizations should be heard. (But, a board member should not be beholden to any one group.)
3. Keep abreast of changing conditions in the community while continuously reassessing their efforts and reasons for board service.
4. Adhere to “Roberts Rules” for conducting board meetings.
5. Have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel. In no way should staff be hired as political appointments.

6. Avoid any personal interest, financial or otherwise, direct or indirect, in any contract, purchase, sale, or other agency activity. It is the board member’s duty to avoid any situation that could, under any given set of circumstances, affect the board’s objective judgment.

1. Consult with the chief executive about all matters pertaining to public policies, programs, finances, and public position statements.
2. Know the laws that apply to their actions, and the extent and limits of their liability as a public official. Support and defend policies and programs adopted by the board.
3. Come to board meetings fully informed about the issues to be discussed. Questions about the agenda and financials should be discussed with the chief executive prior to the meeting.
4. Take part in an annual review of the chief executive and the agency’s services and policies. Make sure that the director adheres to the budget and follows proper financial procedures and reporting practices.

The board should encourage citizens to participate in park, recreational, and conservation activities and programs. But, most of all, the board should delegate to the chief executive responsibility for managing the agency and for employing staff. The board legislates and the manager executes. Study and interpret general community needs with the chief executive.