

**BOARD MEMBER JOB DESCRIPTION**

**TITLE:** Board member of the Carlinville Park District

**REPORTS TO:** Fellow board members and constituents

**PURPOSE:** To serve the board as a voting member; to develop governance policies, long-range plans, procedures and regulations for the operation of the agency; to monitor finances of the agency, its programs and performance; to protect the assets of the agency; to insure the effective stewardship and management of the agency’s human, physical and financial resources.

**TERM:** \_\_\_\_\_ (4 year; 6 year)

**EXPECTED MEETING ATTENDANCE:**

* Regularly attend scheduled board meetings
* Share the responsibility for effective board leadership (which means participating in meetings and sharing opinions)
* Attend committee meetings which you serve as a member
* Attend and participate in special events and agency functions

**BOARD OBLIGATIONS:**

* Establish policy based on sound research and consideration of pros and cons of the issue
* Adopt policies so that the organization can run efficiently, effectively, legally and ethically
* Hire, fire, supervise, evaluate and support the executive director
* Interpret the agency’s mission, values and vision to the public
* Set strategic direction that adopts goals relating to the mission of the organization
* Secure adequate funds
* Monitor operational and capital finances
* Act as a resource, as a sounding board and as the eyes and ears for the citizens of the community, making sure that the agency is meeting their needs.
* Develop, maintain and update long-range plans
* Adopt a Code of Ethics

**SPECIFIC DUTIES:**

* Respect various points of view and participate in decision-making
* Be well-informed about issues and agenda items in advance of meetings
* Participate in organizational decision-making
* Represent the organization to the public and to private industry
* Educate yourself about the needs of constituents

**RIGHTS OF BOARD MEMBERS:**

* To be kept well informed about the strategic plan and agency operations
* To be given well written and useful background information to make decisions on the issues pertaining to the agenda
* To be part of a highly respected organization and to enjoy one another’s company and the satisfaction of meeting the park, recreation and conservation needs of all citizens

Board Member’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_