

**MOLALLA AQUATIC DISTRICT**  
**BOARD POSITION DESCRIPTION**

**General Description**

The Board of Directors of the Molalla Aquatic District consists of five elected members, each of whom serves a four-year term. The Board of Directors is responsible for adopting policies, establishing rules and regulations, and conducting the affairs of the District in compliance with Oregon Revised Statutes.

**Supervision Received**

A member of the Board of Directors is responsible to the voters who elected him or her. It is the responsibility of the Director to seek out information concerning the needs and interests of the residents of the District. A Director may be assigned committee work by the President of the Board with the Board concurrence and may be counseled by the President to ensure that he or she is in compliance with Board policies.

**Supervision Exercised**

The Board of Directors, as a body, directs the affairs of the District. The Board is responsible for formulating and evaluating policy. In addition, the Board supervises the work of the Aquatic Director, ensuring that he or she manages the District's operations effectively and efficiently.

**Duties**

1. To conduct the affairs of the District consistent with applicable laws.
2. To evaluate and formulate legislative policies for the District.
3. To promote the affairs of the District by engaging in public relations activities that cultivate a positive public image for the District.
4. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient and effective manner.
5. To identify the needs of the residents of the community by encouraging the formulation and implementation of market studies and other forms of needs assessment.

6. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.
7. To contribute to the enhancement of the Board of Directors' legislative decision-making capabilities by engaging in developmental activities directed toward the acquisition of new skills, knowledge, and competencies.
8. To ensure the long-term survivability of the District by maintaining a stable fiscal base and responsibly managing District resources.
9. To develop, adopt, and monitor the District's budget in compliance with the Oregon Revised Statutes.
10. To nurture a positive and mutually beneficial relationship with other, related organizations, institutions and agencies.
11. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
12. To encourage and monitor a system of accountability, ensuring that the financial affairs, official minutes, and other documents of the District are maintained in a way that is consistent with Oregon Revised Statutes.
13. To hire, supervise, and evaluate the Aquatic Director of the District to ensure continuity in operations.
14. To assess the effectiveness of the District services and facilities in meeting the needs of the residents of the District.

### **Qualifications**

To qualify to serve on the Board, an individual must be registered to vote in the District.

ORS 266.310(2).

#### **Skills**

Desirable skills include knowledge of park and recreation theory, public policy, public administration, and knowledge of planning and goal setting. A Director should be skilled in communications, building trust, delegation, and facilitating group behavior.