



## **Board of Commissioner**

### **Job Description**

The Board of Commissioners is a group of five elected volunteers who serve staggered unpaid 4-year terms. If an elected official cannot finish their term, a commissioner may be appointed to finish their term by the district's governing body. Commissioners are responsible for developing public facilities, parks, and recreation systems to benefit the residents of North Whidbey Pool, Park, and Recreation District.

The ideal candidate will:

- Has the ability to attend board meetings and important related meetings monthly. Typically, board meetings are on the 4<sup>th</sup> Thursday of each month. ([2024 Meeting Dates](#))
- Has the ability to participate actively in committee work.
- Has the ability to volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Has the ability to stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Has the ability to know other committee members and build a collegial working relationship that contributes to consensus.
- Has the ability to be an active participant in the committee's annual evaluation and planning efforts.
- Has the ability to contribute to diverse, equitable, and inclusive environments.

### **Primary Duties and Responsibilities as defined by RCW 36.69.120**

The park and recreation district board of commissioners shall:

- (1) Elect its officers including a chair, vice chair, secretary, and such other officers as it may determine it requires;
- (2) Hold regular public meetings at least monthly;
- (3) Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record;
- (4) Initiate, direct and administer district park and recreation activities, and select and employ such properly qualified employees as it may deem necessary.

### **Qualifications**

- Must be 18 years of age or older.
- Must live in [North Whidbey Pool, Park, and Recreation District](#).

To apply for the Board of Commissioner Vacancy, please apply [here](#). To nominate a person, please email the Board of Commissioners Administrative Assistant, [Aburke@nwpprd.org](mailto:Aburke@nwpprd.org).

## Timeline

- Post Vacancy 12.20.23
- 1.3.2024 Nominate at least one candidate during a meeting of the governing body;
- 1.4.2024 Post notice of the vacancy and the name of the nominee(s) in at least three public places for at least 15 days;
- 1.4.2024-1.18.2024 Accept nominations from the district's registered voters during the 15-day notice period;
- 1.25.2024 Appoint a qualified person from the list of nominees at a meeting of the governing body after the 15-day notice period is over.