



October 17, 2007

RE: **Nature Park Advisory Committee Opening**

Dear Advisory Committee Applicant:

Thank you for applying to serve on the Nature Park Advisory Committee. You will need to submit the following information no later than Wednesday, December 12, 2007, 5:00 pm, to Joan Andersen-Wells, Nature Park Interpretive Center, 15655 SW Millikan Way, Beaverton, Oregon 97006:

1. Completed Advisory Committee Application
2. Resume
3. Volunteer Application Form
4. Volunteer Background Check Form

Please find attached to this letter the following:

Application

Insurance Information for Volunteers

Job Description

By-laws

Volunteer Application

Volunteer Background Check

Tualatin Hills Nature Park Mission Statement

All applicants must **attend the Thursday, December 13, 2007, 7:00 pm Advisory Committee Meeting** in order to be considered for this Committee. Applicants and present Committee Members will be able to meet each other at that meeting. The Advisory Committee will submit their recommendation to the Tualatin Hills Park and Recreation District 's next scheduled Board of Director's meeting in January 2008 for their approval.

Thank you again for applying.

Sincerely,

Joan

Joan Andersen-Wells
Park & Center Supervisor

NATURE PARK INTERPRETIVE CENTER

15655 SW Millikan Way • Beaverton, Oregon 97006 • (503) 629-6350 • Fax (503) 629-6351 • www.thprd.org



ADVISORY COMMITTEE APPLICATION

Name:	Date:	
Address:		
Phone # (H)	(WK)	Email:

Advisory Committee you are applying for (you must reside within the Park District boundaries):

Cedar Hills Recreation Center Garden Home Recreation Center Stuhr Center Jenkins Estate Aquatics
 Conestoga Recreation & Aquatic Facility **Tualatin Hills Nature Park** Athletic Center Trails/Pathways

1. Please explain your interest in serving on the Advisory Committee:

2. How long have you lived in the community?

3. Have you served on other volunteer committees? YES NO If yes, please explain where, when, and what your responsibilities were:

4. Have you or your family participated in any Center or other Recreation District activities?
 What:

 When:

 Where:

5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee



TUALATIN HILLS NATURE PARK ADVISORY COMMITTEE BY-LAWS/GUIDELINES

The Tualatin Hills Park and Recreation District Board of Directors has given members of the Tualatin Hills Nature Park Advisory Committee the following charge:

The purpose of the Advisory Committee is to receive public input and recommendations regarding the operation of the Tualatin Hills Nature Park for Park and Recreation Services to the residents of the Tualatin Hills Park and Recreation District.

In pursuit of the above charge, member of the Tualatin Hills Nature Park Advisory Committee will be guided by the following by-laws/guidelines.

- t The Advisory Committee shall consist of nine (9) members and three (3) ex-officio members who reside within the Tualatin Hills Park District boundaries selected from a review of applications by the Tualatin Hills Park and Recreation District Board of Directors. Permanent members include the Nature Park Interpretive Center Supervisor, and the Tualatin Hills Park and Recreation District Superintendent of Programs and Special Activities. Ex-officio members will include representatives from Merlo Station High School, Tri Met Merlo Garage and the local Beaverton NAC.
- t Officers will include Chairperson, Vice Chairperson and Secretary. These positions shall be elected in January and will serve one-year terms upon Park District Board of Director approval.
- t Terms of membership shall be two-year overlapping terms with membership transfer to occur in January. Members may serve additional terms upon Park District Board of Director approval.
- t Any member of the Advisory Committee not wishing to complete his/her full term shall notify the Committee in writing allowing adequate time to find a suitable replacement. The Park District Board of Directors will approve replacement member.
- t Meetings shall be scheduled when necessary to discuss committee business; not more that once a month and at least once a quarter.
- t Any member missing three or more regularly scheduled meetings in a given year will be asked to present to the Advisory Committee in writing just cause of such absence. The Committee shall decide if any action is necessary. If removal from the Committee is recommended, the Board of Directors shall make the final decision.
- t Members of the committee shall be available to assist at special functions, to solicit donations and upon request speak to the public to help maintain contact with the community at large.
- t Any fund-raising performed by the Advisory Committee shall be in compliance with all state and local laws. All funds shall be used to better the programs or facilities of the Tualatin Hills Nature Park. Funds shall be secured in and managed by the Tualatin Hills Park Foundation.
- t All Advisory committee action shall be in accordance to and consistent with Tualatin Hills Park and Recreation District policy and procedures.
- t THPRD Superintendents, and Center Supervisors shall be ex-officio members and therefore will not have voting privileges.

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Tualatin Hills Nature Park & Interpretive Center

ADVISORY COMMITTEE - VOLUNTEER POSITION

LOCATION: Tualatin Hills Nature Park & Interpretive Center
REPORTS TO: Nature Park Center Supervisor & Tualatin Hills Board of Directors
AGE REQUIREMENTS: Must be 18 years or older
Student Ex-Officio Members must be 16 years of age.
TIME COMMITMENT: 3 hours per month, plus possible sub-committee appointments, Management and THPRD Board requests, helping with Earth Day & Native Plant Sales, and other Center Special Events.

JOB DESCRIPTION: The purpose of the Advisory Committee is to receive public input and recommendations regarding the operation of the Tualatin Hills Nature Park for Park and Recreation Services to the residents of the Tualatin Hills Park and Recreation District.

SUMMARY OF DUTIES:

Attend monthly meetings. Meetings are held the second Thursday of each month, 7-9:30 pm.
Members of the committee shall be available to assist at special functions/events, to solicit donations and upon request speak to the public to help maintain contact with the community at large.
Give input into Nature Park budget.
Help with yearly Nature Park Board Presentations.

QUALIFICATIONS:

Knowledge of the Tualatin Hills Nature Park
Knowledge of Native Flora & Fauna
Love of nature and the preservation of the Nature Park.
Must possess good communication skills

EXPECTATIONS:

Attend monthly meetings
Help with special events to include the Native Plant Sale, Earth Day, Bug Fest and other Center Events
Help with yearly Board Presentations

BACKGROUND CHECK: A background check is required for this position.

IDENTIFICATION BADGE: A photo identification badge will be provided for this position.

BENEFITS:

Giving something back to the community.
Helping plan the Nature Park's future.
Working with other people, gaining experience working with advisory boards.

WORKING CONDITIONS:

Committee meetings are mostly held indoors. Special Events and other assignments may be held outdoors in all weather conditions.

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Tualatin Hills Nature Park

Mission Statement

The Tualatin Hills Nature Park is an ecologically diverse sanctuary. Its purpose is to promote conservation of natural resources, environmental education, and appreciation of the outdoors. The Nature Park is here for you to enjoy and learn about nature in an urban setting.

Nature Park Advisory Committee



Revised, September, 1999

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