



## Board of Directors Application Position #2

### **Introduction**

A vacancy exists due to a resignation on the Tualatin Hills Park & Recreation District (THPRD) Board of Directors. State law [ORS 198.320(1)] requires that the remaining board members fill the position by appointment.

To be considered for the appointment, it is required that you live within THPRD boundaries and be a registered voter [ORS 266.310(2)].

The board of directors is seeking individuals interested in being considered for appointment to Position #2. This appointment is for a term ending June 30, 2019, at which time the position will be filled by public election.

### **Mission Statement**

The mission of the Tualatin Hills Park & Recreation District is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves.

### **Powers & Responsibilities of the Board of Directors**

THPRD is governed by an elected, five member board of directors for the purpose of determining and carrying out the mission of the district. The powers of the board are outlined in Oregon Revised Statutes [ORS 266].

Board members have no individual powers separate from the powers of the board, and have no authority to act individually without delegation of authority from the board. Board members only have the right and responsibility to participate in board meetings and to vote on district matters as part of the board.

The board is responsible for the creation and approval of policies as may be needed by the district for its efficient and effective functioning. Policy areas include, but are not limited to: personnel matters, budget development, compensation and benefits, public relations and customer service, fees and charges, and other areas deemed critical to the functioning of the district.

The board approves the district's annual budget and adopts key district planning documents such as the comprehensive plan, functional plans, and park master plans. The board is responsible for monitoring the district's finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization, and approving contracts binding the district, including purchasing and taxing authority.

### **Board Member Expectations**

The board of directors holds regular board meetings which are open to the public and generally held at 7 pm on the second Tuesday of each month, plus occasional work sessions on other weekday evenings on an as-needed basis. An executive session is typically held prior to the regular board meeting and generally begins at 6 pm. Board members' attendance at meetings is expected.

Board members also serve on the Tualatin Hills Park & Recreation District Budget Committee. The budget committee's meetings generally take place on the third Tuesday of February, April and May, with additional meetings scheduled as necessary. The times for these meetings varies, but are evening meetings.

### **Application Process**

If you are interested in being considered by the THPRD Board of Directors for appointment, please complete and submit the following application. ***Applications must be received by 5 pm on Wednesday, February 7, 2018.***

### **Applications can be submitted by email, mail\* or hand-delivered to:**

Jessica Collins, Executive Assistant: jcollins@thprd.org

Attn: Jessica Collins, Executive Assistant  
Tualatin Hills Park & Recreation District  
15707 SW Walker Road  
Beaverton, OR 97006

*\*Applications sent by mail must be received by date requested – postmark date is insufficient.*

### **Next Steps**

Interviews for selected candidates are currently expected to be conducted during the weeks of February 26 and/or March 5. Board appointment of the new member is anticipated for the March 12, 2018 regular board meeting with an effective start date of April 1, 2018.

**Board of Directors Application – Position #2**

First/Last Name: \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Please answer the following questions.**

1. Please explain your interest in serving on the THPRD Board of Directors.

2. What is THPRD's most notable asset to you as a user?

3. Have you served on other (including THPRD) boards or volunteer committees? If so, please list your involvement.

4. Please tell us about your experience working with diverse communities (this could include differing interests, socioeconomic backgrounds, or cultures). Share an example.

5. What do you consider to be the top three challenges facing THPRD over the next five years?

6. What do you think is the role of a board member and how does that role represent the district to partner agencies and the community at-large?

7. What experience do you have serving the public?

8. What is the role of parks and recreation in building community?

9. Do you live within the boundaries of the Tualatin Hills Park & Recreation District and are you a registered voter?       Yes     No

10. If you are not selected for the board, would you be interested in other volunteer opportunities with THPRD?       Yes     No

### Demographic Survey (optional)

In order to best serve the region's communities as broadly as possible, the Tualatin Hills Park & Recreation District hopes to understand who our programs currently serve. Any information you provide is helpful.

Occupation: \_\_\_\_\_

**What best describes your ethnicity?**

- |  |  |  |
|--|--|--|
| <input type="radio"/> American Indian/Alaskan Native | <input type="radio"/> Asian                        | <input type="radio"/> Black/African American                 |
| <input type="radio"/> Latino/Hispanic                | <input type="radio"/> Middle Eastern/North African | <input type="radio"/> Native Hawaiian/other Pacific Islander |
| <input type="radio"/> Slavic                         | <input type="radio"/> White                        | <input type="radio"/> Other: _____                           |

**What language is most spoken at home?**

- |                                 |                                 |                                  |                                    |
|---------------------------------|---------------------------------|----------------------------------|------------------------------------|
| <input type="radio"/> Cantonese | <input type="radio"/> English   | <input type="radio"/> French     | <input type="radio"/> German       |
| <input type="radio"/> Korean    | <input type="radio"/> Mandarin  | <input type="radio"/> Russian    | <input type="radio"/> Somali       |
| <input type="radio"/> Spanish   | <input type="radio"/> Ukrainian | <input type="radio"/> Vietnamese | <input type="radio"/> Other: _____ |

**What is your age?**

- |                                 |                                 |                                 |                               |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|
| <input type="radio"/> 18-29 yrs | <input type="radio"/> 30-45 yrs | <input type="radio"/> 46-65 yrs | <input type="radio"/> 66+ yrs |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|