

Job Description
Bellbrook Sugarcreek Park District
Board of Park Commissioners

Representation to the Community

- Represent the best interest of the community's parks, recreation and open space needs as a whole.
- Ask questions and make comments consistent with your convictions, but support majority decisions of the board as a whole.
- Represent the mission of the Park District as a whole and not a particular geographic area or special interest group.
- Refrain from voting on issues that appear to be a conflict of interest between your personal life and your position on the board.
- Acquire input from the community for park planning purposes.

Meetings

- Attend the monthly board meetings and any special meetings or work sessions scheduled as needed.
- Review materials prior to arriving for any board meeting or work session.
- Attend grand openings, programs and community-wide events when available.

Planning

- Appoint and provide guidance to the Park District Director for day to day activities.
- Participate in strategic planning, vision and goal setting for the Park District.

Financial

- Read and understand financial statements.
- Adopt and implement an annual budget, approve contracts and comply with biennial audit.
- Evaluate funding needs and assist the Park District in securing additional funds as needed via levies, grants, donations, etc.

Publicity

- Assist in marketing, public relations and outreach by being an ambassador and advocate for the Park District.
- Represent the mission and vision of the Park District to public officials and community members.

Other

- Enforce applicable federal, state and local requirements and rules and exercise all other responsibilities specified by the Ohio Revised Code, Section 511.18 through Section 511.99.