



**RESOLUTION 0117-2020**

**RESOLUTION ESTABLISHING BOARD MEMBER RESPONSIBILITIES**

WHEREAS, the purpose of the Board of Commissioners of the Harrisburg Township Park District, Saline County, Illinois ("the board") is to determine the mission of the agency and encompasses fiduciary responsibility that ensures strong fiduciary oversight and financial management; and

WHEREAS, it is necessary to further examine the board's organizational duties and create a baseline outlining the parameters for board member responsibilities and their actions;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE HARRISBURG TOWNSHIP PARK DISTRICT, SALINE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Under their fiduciary duty, the members of a board of commissioners are prohibited from self-dealing or acting in their own interest ahead of the interests of the agency. A board member has a duty of care to make decisions on behalf of the agency with due diligence.

The board selects and evaluates the performance of the Executive Director, and develops the strategic and organizational plan. The board assists in fundraising and resource development. The board members steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the agency has adequate resources to advance its mission.

SECTION TWO: Responsibilities

Duties:

- To serve the board as a voting member
- To develop governance policies, long-range plans, procedures and regulations for the operation of the agency
- To monitor finances of the agency, its programs and performance
- To protect the assets of the agency
- To insure the effective stewardship and management of the agency's human, physical, and financial resources

Expectations at Meetings and Events:

- Regularly attend scheduled board meetings
- Share the responsibility for effective board leadership (participating in meeting and sharing opinions)
- Attend committee meetings which you serve as a member
- Attend board retreats, in-service workshops, and other board development activities
- Attend and participate in special events and agency functions
- Attend training and educational programs offered by the Illinois Association of Park Districts

### Board Obligations:

- Establish policy based on sound research and consideration of pros and cons of the issue
- Adopt policies so that the agency can run efficiently, effectively, legally, and ethically
- Hire, fire, supervise, evaluate, and support the Executive Director
- Interpret the agency's mission, values, and vision to the public
- Set strategic direction that adopts goals relating to the mission of the organization
- Secure adequate funds
- Monitor operational and capital finances
- Act as a resource, as a sounding board and as the eyes and ears for the citizens of the community, making sure that the agency is meeting their needs
- Develop, maintain, and update long-range plans
- Adopt a Code of Ethics
- The board will from time to time seek to affect local legislation and public policy as it deems necessary on behalf of the stakeholders. Personal positions may not be presented in such a way that would be construed as representative of the Harrisburg Township Park District.
- The board will consciously invest in its ability to govern competently and wisely. Costs will be prudently incurred to develop board skills, methods, and supports to assure excellence in governance.

### Specific Duties:

- Respect various points of view and participate in decision-making
- Be well-informed about issues and agenda items in advance of meetings
- Participate in organizational decision-making
- Represent the organization to the public and to private industry
- Educate yourself about the needs of constituents

### Rights to Board Members:

- To be kept well informed about the strategic plan and agency operations
- To be given well written and useful background information to make decisions on the issues pertaining to the agenda
- To be a part of a highly respected organization and to enjoy one another's company and the satisfaction of meeting the park, recreation, and conservation needs of all citizens

### Individual Board Member Expectations:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the agency to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the agency's mission
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees

Agency Expectations:

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization

SECTION THREE: Any and all policies, resolutions or ordinances of the Harrisburg Township Park District which may conflict with this resolution shall be, and they are hereby, repealed.

SECTION FOUR: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 17<sup>TH</sup> day of January, 2020.

AYES: 3

NAYS: 0

ABSENT: 0

APPROVED THIS day of January 17, 2020.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

1/17/2020  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary/Treasurer