



FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY

The City of Port Townsend is seeking qualified individuals to serve on the Fort Worden Lifelong Learning Center Public Development Authority (PDA) Board of Directors. The PDA is charged with implementing a Lifelong Learning Center at Fort Worden State Park. The City and the PDA are seeking board members with skills or experience in any of the following areas: public administration, marketing, communications, data sciences, or strategic planning. There will normally be one board meeting per month and an additional monthly meeting for committee members.

The PDA Board of Directors has between seven and up to eleven members. The terms of three currently filled board seats expire after the October 2020 board meeting. New candidates and existing board members interested in reappointment must apply for three-year terms. A Nominating Committee will interview and recommend candidates to the Port Townsend City Council. Candidates are appointed by the City Council. Interviews will happen in October on a date to be determined.

City residency is not a requirement. PDA board membership is voluntary, and this is not a paid position. A letter of interest and a resume should be submitted as Word attachments to Joan Rutkowski, Executive Coordinator, at jrutkowski@fortworden.org. Please put "PDA Board Member Candidate" in the email's subject field.

Please submit applications by September 30, 2020. Positions are open until confirmed by Port Townsend City Council.

FWPDA Board of Directors Job Description and Expectations

Job Description Summary:

The FWPDA Board of Directors sets policy for the organization; ensures that it is operated in a legal, ethical, open and professional manner; and oversees its operation. Collectively, the Board has direct authority over the Executive Director, who implements the policies, programs, projects and funding plans approved by the Board. Board members acknowledge that they are “agents” of the City of Port Townsend and must comply with the Open Public Meetings Act when conducting business regarding the Public Development Authority. In addition, Board members are governed by the Charter establishing the FWPDA (City of Port Townsend Ordinance No. 3018, September 8, 2009) and any subsequent amendments to the Charter, resolutions or inter-local agreements between the City of Port Townsend and the FWPDA.

Serving on the Board is part of a community changing process, which involves learning, empowerment, and involvement on the part of all Board members. Board members serve three-year staggered terms beginning in October 2011. The Board will consist of seven to nine members to govern the affairs of the FWPDA.

The Board meets on a monthly basis. The regular meeting date, time, and place will be approved by resolution at the board’s first meeting. The annual meeting will be held in April.

Board Member Responsibilities:**

- Provide organizational leadership and advisement.
- Develop and create policies and oversight procedures.
- Oversee financial management, including adoption and oversight of annual budget.
- Identify project priorities, program planning efforts and evaluation mechanisms.
- Be informed about the organization's mission, services, policies and programs.
- Act as an advocate and good-will ambassador for the FWPDA.
- Use sound judgment in weighing facts and issues for decision-making.
- Recognize conflicts of interest between the position as a board member and one’s personal and professional life. Declare any conflicts before the board and refrain from voting on matters in which there is an appearance of conflict.
- Observe and comply with the Open Public Meetings Act and display courteous conduct in all board and committee meetings.
- Make decisions on legal issues based on review and clear understanding of advice from counsel.

*** Members of the board share these responsibilities while acting in the interest of the City of Port Townsend and Fort Worden State Park. Each member is expected to make recommendations based on his or her experience and understanding of what furthers the public interest.*

Expectations of Board Members:

- Attend and participate in Board and committee meetings and special functions.
- Review agenda and supporting materials prior to Board and committee meetings.
- Assist the Board in carrying out its fiduciary responsibilities.
- Serve on committees or task forces and offer to take on special assignments as necessary.
- Be alert to community concerns that can be addressed by the PDA’s mission, objectives, projects and programs.
- Help communicate and promote the mission and objectives of the organization to the community.
- Support in a positive manner all actions taken by the board as a whole even when in a minority position on such actions.
- Establish and oversee implementation of policy by the executive director and staff.
- Refrain from intruding into day-to-day administrative or operational issues.
- If unable to carry out the above responsibilities and expectations, resign the position on the board of directors.

Board Member Qualifications/Selection Criteria:

- A passion for Fort Worden State Park, with an understanding of many of the economic challenges facing the sustainability of the Park.
- Support for the FWPDA’s role in the Park as well as the City’s involvement and oversight of the FWPDA.
- Ability to work as a member of a team.
- Willingness to volunteer personal and professional expertise and experience without financial reward.
- Interest level and time availability.
- Political clout and community influence.
- Specialized skills (e.g., real estate development, construction or project management, financial management, marketing, food & beverages, programming, hospitality and conference management, etc.)

As a board member, I understand that:

- Special or unscheduled meetings may be called on occasion.
- It is my responsibility to contact the Board President if I cannot attend a meeting.
- I agree to accept the responsibilities and expectations for serving on the FWPDA Board of Directors.

Signature

Date