

Edmonds Public Facilities District Board - Position Description and Agreement

Title: Director, Edmonds Public Facilities District (EPFD) Board

Purpose: The EPFD Board is responsible to ensure the successful operation, maintenance and financial stewardship of Edmonds Public Facilities District / Edmonds Center for the Arts.

ECA's Mission: To celebrate the performing arts, strengthen and inspire our community, and steward the development and creative use of the ECA campus.

ECA's Vision: A vibrant community in which the performing arts are woven into our daily lives and valued for their power to entertain, educate and inspire.

Appointment and Term of Office:

Directors are recommended to Edmonds City Council for appointment to the PFD Board by a committee of PFD Board Members and staff. Directors are formally appointed to the Board by Edmonds City Council.

Terms of service are four years (unless elected to fill an unexpired term). Board terms run July 1 through June 30.

Directors shall be approved and appointed prior to the first meeting of their first term of service. After the completion of two consecutive four-year terms, one year must elapse before that member is again eligible for re-appointment to the Board.

Directors are to remain in good standing as defined in the By-laws and Charter of Edmonds Public Facilities District. Board members are expected to attend at least eight meetings per year.

Regular Meetings: The board meets monthly, including one day-long retreat session. Each member must serve on at least one Board Committee. Committees meet monthly or as needed.

Additional Duties: Attend a minimum of five ECA Presentations each Season.
Attend ECA Signature Events: Center Stage (May) and ECA's Annual Gala Dinner & Auction (September). Attend other community events as a representative of EPFD/ECA.

Responsibilities of the Board of Directors:

As the highest leadership body of the organization the Board is responsible for the following:

- Establish and implement the policies and programs of the District and the procedures for the management and administration of the District's affairs;
- Appoint and remove the District's officers and employees and proscribe their powers and duties;
- Oversee all fiduciary affairs of the organization;
- Strategic and organizational planning;
- Fundraising and resource development;
- Approving and monitoring programs and services;
- Enhancing EPFD and ECA's public image; and
- Assessing its own performance as the governing body.

Specific Duties of Directors: Each individual Board Member is expected to

- support the organization’s mission, values, policies, and programs;
- faithfully read and understand the organization’s financial statements;
- serve as an active advocate and ambassador for the organization and engage in identifying and securing the financial resources and partnerships necessary for Edmonds Center for the Arts to advance its mission;
- leverage connections, networks, and resources to develop collective action to fully achieve EPFD/ECA’s mission;
- make an annual gift of personal significance to support the work of Edmonds Center for the Arts;
- attend and support all EPFD and ECA signature events;
- help identify personal connections that can benefit the organization’s financial and operational health, and can influence public policy;
- prepare for, attend, and conscientiously participate in Board meetings; and
- participate fully in one or more Board Committees.

Further, board members are expected to

- follow the organization’s bylaws, policies, and board resolutions;
- sign an annual conflict-of-interest disclosure form and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and
- maintain confidentiality about all internal matters of Edmonds Public Facilities District and Edmonds Center for the Arts.

Resignation:

Absence from three (3) consecutive regular meetings of the Board of Directors shall be construed as resignation by the member so absent. The Board has the discretion to waive such resignation for reasons deemed valid. The Board reserves the right to remove an individual from the Board for failure to remain in good standing.