

Edmonds Public Facilities District Board - Position Description

Title: Director, Edmonds Public Facilities District (EPFD)

Purpose: The EPFD Board is responsible for the oversight, operation, maintenance and financial stewardship of Edmonds Public Facilities District and 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.

Responsible to: Board President. The Board is staffed by the Executive Director.

Appointment and Term of Office:

Directors are appointed to the Board by the City of Edmonds, upon recommendation by the District Board.

Four years (unless elected to fill an unexpired term). Full terms run from July 1 through June 30 of the year, four (4) years hence. Directors may serve a maximum of two consecutive terms (8 years total).

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.

Meeting Attendance: Directors are to remain in good standing as defined in the District's Bylaws.

Regularly The board holds ten regular meetings each year. Meetings are currently held on the fourth Thursday of each month at 7:30am. The District Board gathers with the Edmonds Center for the Arts Board for one half-day retreat session and two board-only social events each year. Members are required to serve on at least one standing board committee. Committees meet monthly (or less frequently as needed).

Occasionally Special Meetings of the District Board may be called as needed. Members are asked to attend ECA program events as a board member. Members are asked to attend ECA Signature Events:

Center Stage and the ECA Gala Dinner & Auction

Members are occasionally asked to attend community events as representatives of EPFD

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 Executive Director 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 community outreach and engagement
- Supporting the District's commitment to access, equity, diversity and inclusion.
- Assessing its own performance as the governing body of the District

Specific Duties of Directors:

- Know and support the organization's vision, mission, values, policies, and programs
- 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 Edmonds Center for the Arts to advance its mission and increase its community impact
- leverage connections, networks, and resources to develop collective action to fully achieve EPFD/ECA's mission
- attend and support all EPFD and ECA signature events
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more standing board committees

Further, Board members are required to:

- follow the District's Charter, bylaws, policies, and Board resolutions
- sign an annual conflict-of-interest disclosure form each year, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of Edmonds Public Facilities District and Edmonds Center for the Arts

Resignation:

In accordance with the Public Facility District Charter, absence from three (3) consecutive regular meetings of the Board of Directors shall be grounds for removal. The Board has the discretion to waive such removal for reasons deemed valid. The Edmonds City Council has the right to remove an individual from the Board with or without cause.