

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: The EPFD Board President. The Board is staffed by the Executive Director and Associate Executive Director.

Appointment and Term of Office:

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

Terms are four (4) years, unless a member is elected to fill a retiring member's unexpired term. Full terms run from July 1 through June 30 of each year, four (4) years hence. Directors may serve a maximum of two (2) consecutive terms, for a total of eight (8) years 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.

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

Regularly The board holds regular monthly 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 two social gatherings each year, and one half-day retreat session from time to time. 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 Performances/Presentations as often as they are able. Members are asked to attend ECA's annual 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; and
- Assessing its own performance as the governing body of the District.

Additional Duties of the Board of Directors:

- Know and support the organization’s vision, mission, values, policies, and programs.
- Understand and adhere to the District’s Charter, bylaws, policies, and Board resolutions.
- Prepare for, attend, and conscientiously participate in District board meetings and Committee meetings.
- Faithfully read and understand the organization’s monthly and annual financial statements.
- Sign an annual conflict-of-interest disclosure form each year, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- 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.

Resignation/Termination:

Members may resign from District Board service upon written notice to the District Board President and Executive Director. In accordance with the Public Facility District Charter, absence from three (3) consecutive regular meetings of the Board of Directors shall be grounds for termination of service. The Board may waive such removal for reasons deemed valid. Edmonds City Council may also remove a member from the District Board at its discretion, with or without cause.