

Sunset Empire Park + Rec District Board of Directors Community Commitments

October 20, 2020

We, as members of the Board of Directors of the Sunset Empire Parks & Recreation District (SEPRD), recognize the important responsibility we are entrusted with. In an explicit effort to build trust with the SEPRD staff and the community, we make the following commitments to be completed by June 2021:

1. Improve the Board's self-governance

- a. A high functioning board must understand its own role in relationship to the professional staff of SEPRD. We will review the Special District of Oregon Association's publications including the [Special Districts Board Member Handbook](#) and identify other training that will help us understand and adhere to our roles as Directors.
- b. We commit to speaking with one voice. This means that Board members will work in concert to come to decisions, and will support decisions made through our defined processes. This will help to ensure SEPRD staff and the community are clear about the Board's directives.

2. Provide transparency in Board policies and practices

- a. We commit to familiarizing ourselves with the [Special Districts Administrative Handbook](#) to inform our Board policymaking.
- b. We will develop policies that will provide clarity to the community and staff regarding Board oversight and approval processes, including contracts and intergovernmental agreements.

3. Improve the Board's connection to community feedback

- a. Develop a Community Needs Assessment survey to gain an understanding about what citizen needs and priorities for the SEPRD.
- b. Create and communicate a process for community members to provide direct feedback to the Board.
- c. Establish a calendar for open house sessions where community members can meet with Board members in an informal environment.
- d. Develop a process to provide a Board response in writing to each community member who provides public comment during a public meeting.

4. Strengthen supervision and support for Executive Director

- a. We acknowledge that one of the key responsibilities of a Board of Directors is the supervision and performance review of its designated staff, the Executive Director.
- b. In recognition of the compromising circumstances surrounding the performance review of the Executive Director in Q4 of 2019, we will re-conduct the performance review and determine if/what should be done retroactively in regards to compensation.

- c. Include in the Board's policies a detailed description of the performance review process for the Executive Director, to ensure consistency in the process in the future.
- d. Engage in training and develop processes to ensure all Board members understand and uphold boundaries in relationships with SEPRD staff members, including delegation of work.

5. Improve communications, internally and externally

- a. The Board will define the process for Board members to communicate with each other, ensuring the Board is able to work as a single body and not dis-coordinated individuals.
- b. Establish a method for digital retention of Board documents.
- c. In collaboration with the Executive Director, determine Director roles in onboarding new Board members.
- d. Ensure the SEPRD staff and the community know who Board members are, and that Board members have visibility in the community as citizen representatives in the leadership of SEPRD.
- e. Ensure the SEPRD staff and the community is clear regarding the process of communicating with Board members.

6. Communicate leadership's vision through a strategic plan

- a. In collaboration with staff, develop a five-year strategic plan for Sunset Empire Parks & Rec District.
- b. Make the strategic plan available to the public.

7. Ensure decorum, respectfulness, and dignity as we lead and represent the Sunset Empire Parks & Rec District

- a. Members commit themselves to maintain a level of decorum and respect, especially in all public meetings and communications with staff.
- b. Board Members will educate themselves on Conflict of Interest policies and disclosure practices, and will ensure future Directors are informed of such through policies, orientation, and/or training.