

FWPDA Board of Directors Job Description and Expectations

Job Description Summary

The FWPDA Board of Directors governs the affairs of the Authority. The Board oversees the activities of the PDA, establishes and implements policy, participates in matters prescribed by City ordinance and stewards management of all corporate affairs. The Board of Directors ensures that the PDA operates in a legal, ethical, transparent, collaborative and professional manner. The Board must comply with the Port Townsend Municipal Code (PTMC), particularly Chapters 2.80 and 2.84 PTMC, and companion Charter that established the FWPDA. For instance, as agents of the City of Port Townsend, the Board must comply with the Open Public Meetings Act, the Public Records Act, and RCW 35.21.759. The Board also appoints and collectively directs an Executive Director who, among other activities, supervises administrative affairs, appoints and removes employees, prepares and submits reports and budgets and implements programs and projects.

At this particular point in the history of the Fort Worden PDA, service on the Board is critically important to manage through major challenges and dynamic change and help restore community and partner trust and confidence in the PDA. This transition is anticipated to be of short-term duration but of high-intensity effort. Thus, it is expected that the next board term will be of a shorter duration (1-2 years) than previous 3-year terms. While a broad mix of skillsets are still desirable, the tighter focus of the PDA (now with a hospitality non-profit spun off) and the emphasis on trust-building and collaboration places a greater focus on Board members with honed soft-skills who can work together through crisis to stabilizing the PDA.

Significant near-term governance topics and decisions include but are not limited to:

- Financial sustainability and viability of Fort Worden State Park
- Establishment and start-up of a hospitality non-profit arm
- Consideration, planning and action on significant asset management and capital maintenance needs
- Transition planning and preparation for the next Executive Director
- Finalization of long-term tenant/partner leases and possible amendments to the Master Lease with State Parks
- Make revisions to the Charter consistent with the revisions of the PTMC

The Board consists of seven to eleven members and meets monthly.

Board Member Responsibilities

- Provide organizational leadership and coordinated policy direction to Executive Director
- Develop policies and provide oversight of operations and reporting
- Oversee financial management, including adoption and oversight of annual work plan and budget
- Identify project priorities, program planning efforts and evaluation mechanisms
- Promote the mission and work of the PDA and act as an advocate and good-will ambassador for the FWPDA, Partners, hospitality non-profit, State Parks, the City of Port Townsend and any other associates

- Provide a robust, respectful and enduring conduit to members of the public and the community at large, providing clear communications, public engagement opportunities, and thoughtful consideration of community concerns or ideas that may be addressed by the PDA's mission, objectives, projects and programs
- Ensure compliance with all reporting requirements, including City of Port Townsend quarterly reports and Washington State Auditor's requirements.

Expectations of Board Members

- Act in accordance with and to the collaborative spirit of the Memorandum of Understanding (MOU) between the PDA, Washington State Parks and the City of Port Townsend
- Be informed about the organization's history, mission, services, policies and programs, including foundational documents and plans
- Use sound judgment in weighing facts and issues for decision-making
- Comply with the PTMC, Charter and any associated amendments and resolutions, including recognizing conflicts of interest and complying with the Open Public Meetings Act
- Display and model courteous, professional and collaborative conduct in all board and committee meetings
- Confidently and respectfully voice independent perspectives, including those that may be contradictory to other members, but carry forward board decisions in unity
- Make decisions on legal issues based on review and clear understanding of advice from counsel and ensure delivery of the authority's fiduciary responsibilities
- Attend and participate fully in Board and committee meetings and special functions, including adequately reviewing board meeting agendas and materials prior to Board and committee meetings
- Serve on committees or task forces and offer to take on special assignments as necessary

Board Member Qualifications/Selection Criteria

- Demonstrated skills as a team player and team builder, including working gracefully and collaborative through challenge and disagreement, active listening, inclusion and appreciation for different perspectives, and ability to compromise and see the long game
- Diversity of background
- Leadership experience in change management
- Experience crafting and delivering crisis communication and robust community engagement
- Experience or background in organizational development and/or strategic planning
- Passion for Fort Worden State Park, with an understanding of the past and current challenges facing the sustainability of the Park