



Job Description and Board Goals St. Joseph County Parks Board Members

The St. Joseph County Parks and Recreation Board, as the duly constituted agency for park and recreation facilities and service in St. Joseph County, in order to provide purpose and direction in the discharge of this responsibility, does hereby establish and set forth the following purposes and objectives as a general philosophy of operation.

- That recreation is an integral part of the society in which we live, it is therefore necessary to maintain a system of parks and programs developed in harmony with our natural resources to perpetuate an environment fit for life and fit for living. Recreation for the purpose of this manual shall be defined as leisure and environmental education opportunities.
- That through the development of parks and recreation programs, the Board shall strive to promote these attitudes, interests, knowledge, and skills with the potential to improve the individual, the community and the environment.
- That the needs of the County be assessed, interpreted and expressed in terms of a Master Plan to insure directed growth and development.
- That parks and facilities shall be developed in harmony with the natural beauty and physiography of the land and shall reflect full concern for the humane aesthetic values of the environment. Where at all possible, only 20% of the land under board ownership will be developed, with 80% left in natural state.
- That each park be uniquely designed and developed so that it exhibits its own character and is easily recognizable from other parks.
- That the primary concern of the board shall be to acquire large acreage land tracts and develop them into parks of regional significance. This does not eliminate the need or the desire to provide other types of parks and facilities where the public interest may be best served.
- That the board shall promote and aid in the setting aside or establishment of natural scenic areas, areas of historical significance, and resource-wildlife conservation areas.
- That facilities and programs shall be designed in accordance with those principles which will make them safe and healthful for public use.
- That a system of security and protection shall be provided to insure the proper use and care of park facilities and equipment in accordance with the rules and regulations established for their use and to provide protection for the public.
- That the board shall work in cooperation with other parks and recreation and private agencies within the County to insure a balance of recreational opportunities and facilities with minimum duplication.

Note: These goals were established in the early history of the St. Joseph County Parks. These have been listed in several previous versions of our Five-Year Master Plan, which has been filed with and approved by the Indiana Department of Natural Resources.

General Board Expectations:

1. Attends monthly board meetings. (Usually the third Tuesday of the month, at various locations.)
2. Participates in task forces or committees when applicable.
3. Participates in up to two board retreats per year (usually half day) for the purposes of discussing long range planning, and other issues
4. Stays informed about the county parks, board and committee matters. Prepares themselves for meetings, and reviews staff reports.
5. When possible participates in park events such as volunteer appreciation activities or park special events.
6. Is aware of and abstains from any conflict of interest.

General Board Activities:

- Approve the organization's mission and philosophy.
- Develop and approve long-term strategic plan for the organization.
- Annually assess the environment in which the organization functions and approve necessary strategy changes.
- Review and approve the organization's budget, including reviewing the claims (expenditures) and donations.
- Support the activities, and communicates with, the St. Joseph County Parks Foundation and other volunteer groups when appropriate.
- Communicate with county officials and others about issues related to the parks.
- Approve major policies and actions of the organization, such as large capital expenditures, and major program and service changes.
- Hire, monitor, evaluate, advise, support, and when necessary, change top management (i.e. Director)
- Annually conduct the performance evaluation of the Director.