



**CITY OF WINSTON OREGON**  
**JOB DESCRIPTION**  
**TITLE: PARK BOARD MEMBER:**  
**3 YEAR TERM**

**DEPARTMENT: CITY COUNCIL**

**DATE: MARCH 2023**

**POSITION SUMMARY:**

The Park Board should consist of six voting members and a generally nonvoting Chair who may vote only in the event of a tie and is selected by the voting members. Three voting members shall constitute a quorum. The mayor shall appoint the members, with confirmation by the City Council. One voting member may be appointed, who need not live within the corporate limits of the city. The remainder of the voting members shall live within the corporate limits of the city unless a Board position remains vacant for 90 days. The vacant position can then be filled from outside the corporate limits of the city. Members of the Board shall receive no compensation for services rendered but may be reimbursed for any incidental expenditure approved by the mayor and council. One member, selected by the Board, shall serve as Secretary to the Board and shall prepare the minutes of each meeting. A councilman or councilwoman is selected by the mayor and fellow councilors to serve as liaison to the Board.

**REPORTING RELATIONSHIP**

Members report to the Mayor and City Council by making recommendations to the Council on any park-related business that is presented to the Board. These recommendations shall be voted on and approved by the majority and forwarded to the City Council through the Board's council liaison.

**CHAIRMAN OR CHAIRWOMAN**—*Elected during the first meeting in January of even numbered years.*

- The Chairman or Chairwoman leads the meeting.
- Only casts their vote in the event of a "tie".
- Is responsible for maintaining order.
- Is aware of timing and content of deliberations.

**OTHER MEMBERS**

- The Board shall make rules, regulations, and procedures as it deems necessary, but all the rules, regulations and procedures shall be consistent with the laws of the state, the City Charter and city ordinances.
- The Board shall be responsible for maintaining and editing Park Rules and Regulations as listed in the municipal code.
- The Board is responsible for recommendations on special events and/or facility repairs in the parks and community center.
- The Board shall meet at least once every three months.
- Members shall vote on all subjects brought before the Park Board. *(Robert's Rules of Order apply)*
- The Board shall submit copies of its minutes to the City Council.
- Members shall interact with staff in a professional courteous manner.

**COUNCIL LIAISON**

- The Council Liaison:
  - Reports the recommendations of the Park Board to the City Council.
  - Reports suggestions or concerns of their constituents to the Board.
  - May participate in deliberations, but not lead them.
  - Should not overly influence the decision of the Park Board.

**WORKING CONDITIONS & PHYSICAL DEMANDS**

This position works in a Board, Commission or Committee environment and as such must be physically able to meet the demands of getting to, and participating in, the meetings while seated for a period of up to 2 hours.