



Friends of Cordova Parks, Inc. Member of the Board of Directors Position Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Friends of Cordova Parks, Inc. so as to support the organization's mission and needs.

Mission statement: Friends of Cordova Parks, Inc. promotes and supports recreation activities, park improvements, facility use, and cultural well-being of the community within the boundaries of the Cordova Recreation and Park District.

Goals:

- The education of residents of the Cordova Recreation and Park District concerning recreation and park activities and facilities
- The promotion, support, and sponsorship of recreation programs and facility or park improvement projects
- The promotion of the cultural well-being of the community and education of the community concerning the availability of such activities and facilities
- The promotion of athletic activities and the education of participants in ideals of good sportsmanship and safety

Major responsibilities:

- Organizational leadership and advisement
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Review of organizational reports
- Promotion of the organization
- Fundraising and outreach

Length of term: One year, pending appointment by the Board of Directors of the Cordova Recreation and Park District.

Meetings and time commitment:

- Meeting time and location to be determined by the board
- Committees of the board meet, pending their respective work agenda.
- Board members are asked to attend special events and meetings, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Friends of Cordova Parks, Inc. mission, objectives, and programs.
- Help communicate and promote Friends of Cordova Parks, Inc. mission and programs to the community.
- Become familiar with Friends of Cordova Parks, Inc. finances, budget, and financial/resource needs.
- Understand the policies and procedures of Friends of Cordova Parks, Inc.

Please list any previous volunteer experience:

How do you feel Friends of Cordova Parks, Inc. would benefit from your involvement on the Board?

Skills, experience and interests (Please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Personnel/Human resources | <input type="checkbox"/> Administration/Management |
| <input type="checkbox"/> Nonprofit experience | <input type="checkbox"/> Community service | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Public relations, communications | <input type="checkbox"/> Education, instruction |
| <input type="checkbox"/> Special events | <input type="checkbox"/> Grant writing | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Outreach, advocacy | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Please list any relevant personal or professional memberships affiliations you hold:

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Friends of Cordova Parks, Inc.

Please tell us anything else you'd like to share.

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

Signature

Date

Appointments to Friends of Cordova Parks, Inc. are made by the Board of Directors. **Applications not acted upon will expire after one year from the date submitted unless renewed by the applicant.** *NOTE: ALL APPLICATIONS ARE PUBLIC RECORD.* Mail or drop off your completed application to Cordova Recreation and Park District, Recreation Superintendent, 2729 Prospect Park Drive, Suite 230, Rancho Cordova, CA 95670.

Thank you for applying!