

Homewood-Flossmoor Park Commissioner Responsibilities and Requirements

The government of the Homewood-Flossmoor Park District is vested in the Board of Park Commissioners, which consists of five elected or appointed members who serve in a voluntary (unpaid) capacity. The members of the Board constitute the corporate authority governing the Park District pursuant to Illinois law.

The Park Board exercises its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board shall perform the following functions:

- Adopt policies that allow the organization to run efficiently, effectively, legally and ethically.
- Request, receive, evaluate and make decisions based on well researched guidance from the Executive Director.
- Interpret the agency's mission, values and vision to the public.
- Monitor operational and capital finances.
- Hire, supervise, evaluate and support the Executive Director.
- Establish policies after consideration of the pros and cons of each issue.
- Help set a strategic direction that adopts goals relating to the vision and mission of the organization.
- Act as a resource, sounding board and as the eyes and ears of the citizens of the community, making sure that the agency is meeting their needs.
- Develop, maintain and update long-range plans.
- Adopt and adhere to a code of ethics.

Time Commitment

A member of the Board of Park Commissioners has many demands upon their time. The following items outline generally what the time commitment entails:

- Two monthly Board meetings. The Regular Board meeting is on the third Tuesday of each month and the Committee of the Whole meeting is on the first Tuesday of each month. Meetings are generally held at the Goldberg Administration Center in Flossmoor at 7:00 pm and usually last between one and two hours.
- Prior to each meeting a packet of information is provided. Board members are expected to review all materials in advance of the meetings.
- Assorted committee meetings. Each Board member additionally serves on two committees. These committees meet from twice per year to once each month, depending on the committee. These meetings are generally one hour in duration and are scheduled to be convenient with the committee members' personal schedules.
- Communicating with residents both formally and informally.
- Attendance at Park District programs, facilities and special events.
- Attendance at the state association conference in Chicago each January for one or two days. Attendance at the national association conference each fall for two to four days is optional.

Illinois Association of Park Districts Board Member Code of Ethics

As a member of the board, I will:

- Represent the interests of all people in my community. I will not favor any particular special interests.
- Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.

- Keep privileged information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Focus my efforts on the mission of the agency and not my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Additional Information

There is a wide variety of material on the Homewood-Flossmoor Park District website, www.hfparks.com, covering everything from financial information to programming options to lists of parks and facilities. Interested candidates may also contact Anne Brabec at 708-957-0300 for additional information about the position or the Park District.