Board Member Position Description

Policy title	Board Member Position Description	**Policy number**	TBA
Effective date	October 27, 2026	**Supersedes**	None
Applies to	Board of Directors	**Review cycle**	Every three years

Purpose

A Director serves as one member of the five-member, nonpartisan governing Board of the Soledad-Mission Recreation District. The Board acts collectively to establish policy, set strategic direction, adopt budgets, protect public resources, and oversee the performance of the Executive Director/General Manager. An individual Director has no independent authority to direct staff, commit District resources, or speak for the Board unless the Board has expressly authorized that action.

Directors are expected to prepare for meetings, exercise independent judgment, make informed decisions, and uphold the public trust through lawful, ethical, transparent, and fiscally responsible governance.

Core Responsibilities

- Attend regular and special Board meetings and arrive prepared to conduct District business.
- Review agendas, staff reports, budgets, financial statements, policies, contracts, and other materials before meetings.
- Participate respectfully in public deliberation and vote on matters before the Board based on applicable law, relevant facts, professional recommendations, adopted policy, and the long-term public interest.
- Establish District policies, goals, strategic priorities, service expectations, and fiscal direction without managing day-to-day operations.
- Adopt the annual budget, monitor the District's financial condition, and safeguard public funds, facilities, equipment, and other assets.
- Appoint, evaluate, and establish compensation for the Executive Director/General Manager, and participate in the selection or oversight of District Legal Counsel as authorized by law and Board action.
- Serve on committees when appointed by the Board Chair or the Board, while recognizing that a committee or individual Director may not bind the District unless authorized.
- Remain informed about legislation, regulations, industry practices, and community conditions affecting special districts, parks, recreation, aquatics, and District operations.
- Listen to residents, program users, partner agencies, employees, and other stakeholders while balancing individual requests with District-wide needs.
- Explain adopted District actions accurately and professionally, distinguish personal views from Board positions, and refer operational requests to the Executive Director/General Manager.
- Attend authorized conferences, workshops, and training that strengthen governance, financial oversight, ethics, and leadership.
- Perform other duties required by law, District policy, or collective Board action.

Governance and Staff Relationship

- The Board provides direction through policies, adopted plans, the budget, and decisions made by a majority at a properly noticed public meeting.
- Individual Directors shall not direct, supervise, discipline, or assign work to employees who report to the Executive Director/General Manager.

- Requests for information or assistance should be directed through the Executive Director/General Manager and should not unreasonably interfere with District operations.
- Confidential information obtained through District service shall be protected and used only for lawful District purposes.

Minimum Eligibility

- Be a qualified voter of the District and satisfy all residency and eligibility requirements imposed by applicable law and the appointing authority.
  - *County Appointments- Member at large living within the District boundaries,*
  - *City of Soledad Appointments- Must reside within City of Soledad limits.*
- Take and file the required oath of office and complete any required appointment or qualification documents.
- Remain eligible throughout the term of office and promptly notify the District of any change that may affect eligibility.

Required Disclosures and Training

Directors shall complete all disclosures and training required by current law and District policy, including the following when applicable:

- Statements of Economic Interests (Form 700) upon assuming office, annually, and upon leaving office.
- Ethics training within the period required for a new official and at least once every two years thereafter.
- Fiscal and financial training within the period required for a new official and at least once every two years thereafter.
- Sexual-harassment-prevention training, Brown Act training, emergency preparedness, or other education required by law or adopted Board policy.

The District shall provide information about required training, maintain records as required by law, and notify Directors of known filing and renewal deadlines. Each Director remains responsible for timely compliance.

Desired Qualifications

- Sound judgment, integrity, dependability, and respect for differing viewpoints.
- Ability to work collaboratively with fellow Directors, staff, partner agencies, and the public.
- Clear communication, active listening, and the ability to evaluate complex policy, financial, operational, cultural, and community issues.
- Understanding of the distinction between governance and administration and willingness to respect the authority delegated to staff.
- Interest in parks, recreation, aquatics, community services, public finance, or public service.
- Commitment to continuing education in special-district governance.

New Director Orientation

Following appointment and before or soon after participating in District decisions, a new Director should receive an orientation covering, as applicable:

- District history, mission, boundaries, services, facilities, and community partnerships.
- Strategic plans, current priorities, capital projects, major contracts, and pending initiatives.
- Organizational structure; the roles of the Board, Board officers, committees, Executive Director or General Manager, Legal Counsel, and staff.
- Budget, audits, reserves, revenues, debt, financial policies, internal controls, and current financial condition.

- The Brown Act, Public Records Act, Political Reform Act, Conflict of Interest Code, ethics rules, fiduciary responsibilities, and confidentiality requirements.
- Board policies, meeting procedures, agenda protocols, communications, expense reimbursement, and use of District resources.
- Key safety, risk-management, insurance, and regulatory responsibilities.

New Directors are encouraged to complete recognized governance training through the California Special Districts Association, the Special District Leadership Foundation, or a comparable provider within their first year of service.

Authority

This position description shall be interpreted consistently with the California Public Resources Code, Government Code, Political Reform Act, District formation and appointment documents, and other controlling law. If this description conflicts with controlling law, the law governs.