

POSITION TITLE: Hambden Township Park Board Member/Alternate

ADOPTED/REVISED: April 15, 2009/August 17, 2016/January 17, 2018


Trustee Signature Trustee Signature Trustee Signature

PARK BOARD OVERVIEW: The Hambden Township Park Board shall be composed of five (5) members and one (1) alternate, who reside in the unincorporated area of the Township. Board members will be appointed by the Township Trustees. Board members shall serve a five (5) year term. Terms will be staggered so the term of one (1) member will expire each year. Members of the Park Board may be removed from the board for non-performance of duty, misconduct in office or other causes as determined by the Trustees. Vacancies will be filled by the Board of Township Trustees and shall be for the remainder of the unexpired term.

POSITION SUMMARY: The Hambden Township Park Board member is a volunteer, whose primary responsibility is to make recommendations to the Hambden Township Board of Trustees concerning the development and maintenance of the Park. The Hambden Township Park Board member is a volunteer who shall help preserve, maintain, improve and enhance the park's natural resources and recreational opportunities for current and future generations of Hambden residents.

RELATIONSHIPS AND CONTACTS: Duties of the position are performed collectively as a board. Park Board members shall maintain a working relationship with the Hambden Township Board of Trustees, Fiscal Officer and maintenance personnel. They will at all times work in the best interest of the residents of Hambden Township.

LOCATION OF THE POSITION: Hambden Township Hall meeting room and Hambden Township Park.

ESSENTIAL DUTIES/RESPONSIBILITIES:
The Park Board is responsible for monitoring facilities, researching projects, providing reports, reviewing proposals and making recommendations to the Hambden Township Board of Trustees regarding the acquisition, development, improvement, maintenance and operation of the township park, playground, and baseball fields. They are also responsible for the planning and coordination of events to be held at the park. The Park Board may cooperate with other organized groups concerning community recreation and entertainment and may make recommendations to the Board of Trustees with regard to collaboration in planning township activities and events.

BEHAVIOR

Park Board members will at all times treat residents, township trustees and employees, and fellow Park Board members with dignity and respect. Members will demonstrate the ability to establish and maintain a cordial and effective working relationship with all concerned. They need to be patient and open-minded when dealing with the public and other board members at all times.

EDUCATION

High school diploma or equivalent.

TIME COMMITMENT

The Hambden Township Trustees require that all Park Board members maintain an active status; therefore a majority of Park Board meetings must be actively attended. It is estimated that a member is willing to commit to at least two (2) hours of service monthly (January, April – November). Members should also be able to allow time to conduct research, reviewing minutes and attending Park sponsored community events.