

## Valley Community Center Joint Powers Board Member Position Description

### **Title**

Member, Valley Community Center Joint Powers Board (VCCJPB)

### **Purpose**

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of the Valley Community Center, Baggs, Wyoming. To raise funds in support of the organization's conduct of the programs of the Valley Community Center.

### **Term**

The Board shall consist of not fewer than five (5) members, all of whom shall be qualified electors of the County of Carbon, State of Wyoming. Two (2) of the members shall be appointed by the Baggs Town Council; two (2) of the members shall be appointed by the Dixon Town Council and the remaining one (1) member shall be appointed by the Carbon County Commissioners. The initial appointments shall be with staggered terms of two (2) members for one (1) year terms; two (2) members for two (2) year terms; and three (3) members for three (3) year terms. All appointments are subject to reappointment. Thereafter, appointments for a full term shall be for a three (3) year term.

### **Criteria**

- Willing to accept and promote the mission, goals and objectives of the VCCJPB.
- Possesses professional expertise and influence needed by the VCCJPB and/or represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the VCCJPB and its committees.
- Willing to make a personal financial contribution at a level that demonstrates commitment and sets a standard for others and is willing to ask others to give.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of the VCCJPB.

### **General Responsibilities**

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies, supervision including hiring and firing of employees, and continuing review of the conduct of the business.

## Specific Tasks

Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions and special meetings as appropriate.

- Commit to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing the VCCJPB. Each Board member is expected to vote their position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include:
  - Decisions on issues, policies, priorities, goals and objectives;
  - Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
  - Nomination and election of members and officers of the Board;
  - Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
  - Approval and monitoring of the operation and building, property, and equipment budgets.
- Support the resolutions and actions of the VCCJPB irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to elect and periodically evaluate the performance of the President.
- Make a personal and/or business contribution to the Valley Community Center's current support campaign and/or capital development needs, as well as solicit funds from others in annual support and capital development campaigns.
- Promote the mission, goals, and objectives of the VCCJPB to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

## Time Demands

### Regular Meetings

Monthly board meetings  
Committee and task force meetings

### Estimated Time Demands

1-1.5 hours/month  
Will vary, but not more than 1.5- 2 hours

## Other