|  |  |
| --- | --- |
| **L:\COMMUNICATIONS\Logos\KClogo_v_bw_m.tiff** | **King County****Board member Job Description** |

**About King County Boards & Commissions:**

Boards, Commissions and Committees are made up of highly qualified, responsible, and motivated community members. Board members are generally volunteers serving in appointed positions. They contribute not only to the success of King County operations but to the quality of life for all by enabling the county to maintain and improve programs and services for citizens. With such influence comes great responsibility and accountability.

Most board members are appointed to represent the public at-large. In addition, we have seven (7) boards and commissions that are appointed by Council district. This means that each of the nine (9) King County Councilmembers nominate one individual to serve on the board or commission as their Council district representative. We expect that each resident appointed to a King County board or commission will bring an important perspective to the table because we know that differing points of view produce effective solutions.

**Authority / Responsibility:**

Unless stated differently in the board’s enabling legislation, King County boards and commissions review, discuss and make recommendations to the King County Council and King County Executive on a variety of issues that help shape the future of King County. The King County Council and King County Executive heavily consider board or commission recommendations when discussing programs and services, or pending legislation but the final decision is theirs. A full listing of King County boards and commissions including detailed descriptions of what each board does, can be found on the King County boards and commissions website: <http://www.kingcounty.gov/exec/boards.aspx>.

King County currently has 49 active boards and commissions comprised of more than 450 volunteers. These dedicated volunteers give their time and expertise to help facilitate community decision-making, and serve as a primary conduit between residents, King County employees and King County elected officials.

**Qualifications:**

Anyone can apply to serve on a King County board or commission as long as you are willing to put in the time and commitment necessary to serve on the board; are able to serve as an effective liaison between the board and the public at-large; feel you could bring a unique perspective to the board; you work well in a collaborative setting; and you are a resident of King County.

The only required qualification to serve on about 60% of King County boards and commissions is an interest in the subject matter. The other 40% of our boards do require professional experience dealing with the subject matter. Again, visit the King County boards and commissions website to learn what qualifications are required to serve on the board that peaks your interest.

**Terms:**

Board members serve for 2, 3, 4 or 5 year terms depending on the board.

In accordance with Executive Policy LES 7-1 (AEP) residents appointed to King County boards and commissions are limited to serving no more than two full terms, unless waived by the King County Executive. Partial terms are not counted toward the two full term limit.

**Requirements:**

* A desire to be of service to your community;
* Interest in shaping the future of King County;
* Regular attendance at meetings;
* Innovative and creative thinker;
* Able to work in a collaborative setting;
* Open to new ways of doing business;
* Commitment to the work of the organization;
* Willingness to serve on at least one sub-committee (if needed) of the board and actively participate;

**Major Duties:**

* Use of assigned King County email account when conducting board business only. (*King County board members are issued a King County email accounts upon appointment for conducting board business only. If a board member does not own a computer we will work together to determine the best method for communicating with the board member).*
* Work with the board and staff to create an annual Work Plan;
* Assist with agenda development
* Promote board membership through community networking;
* Committed to King County’s Equity & Social Justice Initiative. Click link for more info: <http://www.kingcounty.gov/exec/equity.aspx>
* Community outreach to promote board activity and gather public input on upcoming board business;
* Prepare for and participate in the discussions and the deliberations of the Board;
* Foster a positive working relationship with other Board members and King County staff;
* Participate in King County board member training sessions (Public Records Act, Equity & Social Justice, Ethics)
* Be aware of and abstain from any conflicts of interest

***Board and commission meetings are held in accessible locations. Reasonable accommodations for people with disabilities will be provided upon advance request.***

**This material is available in alternate formats for**

**persons with disabilities.**

**Please contact 206-263-9651, TTY Relay: 711, or**

**E-mail Rick.Ybarra@kingcounty.gov**