



Seeley County Water District

A SPECIAL WATER DISTRICT

"Committed to transparency and fairness"

BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Seeley County Water District Board (SCWD) of Directors governs the overall execution of the District's mission. Principally, the Board manages organizational finances and sets long term priorities for projects. Additionally, the Board oversees the Administrative General Manager and Secretary to Board, who is responsible for day-to-day management of SCWD projects. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year excellence.

Board Responsibilities:

- Provide leadership in accordance with established SCWD policies.
- Select, support, annually evaluate and establish compensation for General Manager and Secretary of the Board.
- Approve and monitor progress of strategic plan.
- Director Performance Standards.
- Attend Board and Committee meetings.
- Come to meeting prepared, ask informed questions, contribute positively to discussions, and work as a team member.
- Understand the role of governance versus management and be careful not to interfere with those functions delegated to management or staff.
- Promote consensus and support Board decisions and policies outside the Board Room.
- Respect the confidentiality of the Board.
- Recognize fiduciary responsibility to SCWD and do not represent the interests of a narrow Constituency.
- Serve as an "ambassador" in recreation, political, financial and/or community arenas to promote understanding of issues and to exert external influence on behalf of SCWD.
- Support the mission of SCWD through contribution and attendance at organization/community Functions.
- Participate in opportunities to learn more about SCWD and the field of recreation in general.
- Participate in annual Board self-evaluations.

Time:

- Board Meetings shall be held at least once a month, on the third Monday of the month.
- Special Meetings or Emergency meetings may be held at any time in case of urgent circumstances.
- Length of Term; four (4) years.

Declaration of Candidacy:

Board positions require a time and energy commitment that should not be underestimated.

Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the District and the community.

To apply:

- Submit the one-page Board Application (page 3 of this document) and your résumé “(optional)” to: Administrative General Manager, Miriam Rosales mrosales@seeleywaterdistrict.com.
PLEASE WRITE SCWD BOARD APPLICATION in the subject line.
- Copies of the one-page application may be distributed upon request to those selecting members and will aid in understanding how you would like to contribute to the District’s work.

Application for Board Member

Name:	
Current Occupation:	

Contact Details	
Address:	
Telephone:	
Cell Phone:	
E-mail:	

We want to understand your views on current operations and how your potential contributions might fit with the District's vision. Please answer the following questions. Limit your response to this page/the space provided. Address and contact information will not be distributed. Please also send your résumé or Cover Letter to Miriam Rosales at mrosales@seeleywaterdistrict.com.

1. Please briefly describe your academic and professional background, and other relevant experience.

2. Please state the reason(s) you feel you would be a good candidate to be a Board Member of SCWD.

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to the SCWD Board.

**ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO BOARD MEMBERS ALONG WITH YOUR COVER LETTER OR RESUME.
PLEASE LIMIT RESPONSE TO THE SPACE ABOVE!**