

Urban Flood Safety and Water Quality District Board of Directors Job Description

Mission

The Urban Flood Safety and Water Quality District equitably reduces flood risk while preparing for and responding to flood emergencies. We do so by maintaining levees, conveying water when necessary, and finding innovative and nature-based ways to live with more water around us while supporting community safety and the region's economic vitality, contributing to the health of the river and watershed, planning for a more climate-resilient future, and promoting equity in all we do.

The primary responsibility of the board is to set strategic direction for the district, make and approve district policies, and adopt goals and objectives along with the annual budget required to meet the statutory requirements as laid out in [ORS 550](#). Other responsibilities of the board include but are not limited to the following:

- Steward the mission of the district, including new responsibilities related to equity and inclusion, nature-based solutions, climate change preparedness, and cultural history.
- As an elected member, act as a representative of the entire District, setting District vision and policies.
- As an appointed member, act as a representative of the seat for which they are appointed, setting District vision and policies.
- Be familiar with the District's mission, vision, values, programs, and operations. Engage in learning opportunities to better understand the District as well as the roles and responsibilities of special district board members.
- Attend all board meetings estimated to be 1-2 times per month. Prepare for board meetings by becoming familiar with materials prior to meetings.
- Review monthly financial reports and the annual audit.
- Consider approval of district contracts over \$100,000, resolutions, and ordinances.
- Board members serve as the Budget Committee, reviewing and adopting the annual budget and the capital improvement plan for the District.
- Represent the board on internal subcommittees and advisory groups.
- Serve as active advocates and ambassadors for the District. Engage directly with constituents and stakeholders by representing the District at community outreach events or other public meetings.
- Assess the performance of the board and of any direct hires. Select, support, and evaluate the performance of direct hires, including the Executive Director.
- Adhere to the highest ethical standards in the conduct of District business, including following the provisions of [ORS Chapter 244](#). Disclose potential conflicts before meetings and actual conflicts during meetings.

This position is being considered for a monthly stipend of \$400 and reimbursement of expenses related to travel and training.

The time commitment for board service is estimated to be 6-10 hours per month. The Board likely will meet once a month for two-hour meetings. Depending on agenda topics, it is possible that there may be two meetings during some months. Board members should expect to spend an additional hour preparing for each meeting. Board members may also serve on sub-committees or act as liaisons to other community-based or governmental organizations. As the District begins to implement major capital projects and new statutory mandates, board members should expect to spend time familiarizing themselves with projects and topics.