

**Position Description
Town of Whiteland**

Position Title:	Parks Board Member
Meeting Schedule:	TBD
Salary:	\$75/meeting

DUTIES AND RESPONSIBILITIES

The duties and powers of the Park Board are defined in Indiana Code 36-10-3, General Park and Recreation Law. The primary function is to establish and implement policies and objectives for effective administration and implementation of the park and recreation projects, activities, and programs.

Duties include:

- Establishing the rules governing use of park & recreation facilities
- Appointing administrative officers of the department
- Establishing the standards and qualifications of department staff
- Making recommendation for an annual report to the executive body concerning operations of the department
- Preparing and submitting an annual budget for operations, programming, and capital improvements
- Appointing a member to serve concurrently on another board or commission whose mission is related to parks & recreation.

JOB REQUIREMENTS

- Must live in the Town of Whiteland
- Per state statute, political affiliation is required. IC 36-10-3-4

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.	
	Signature:
	Date:
Approved By:	