



Fort Worden Public Development Authority Board of Directors

The City of Port Townsend seeks qualified individuals to serve on the Fort Worden Lifelong Learning Center Public Development Authority (PDA) Board of Directors.

Over the course of the last year, a newly-appointed PDA board has advanced through a number of considerable challenges, focusing on financial sustainability and the long-term vision of the organization.

Operating under a Master Lease with the Washington State Parks Commission, the PDA is charged with managing, promoting, developing, securing funding and enhancing the Fort Worden State Park (Park), including implementing and partnering to implement a Lifelong Learning Center at the Park as envisioned in the Fort Worden Long-Range Plan (2008) adopted by the Washington State Parks and Recreation Commission.

Candidates are being asked to apply for a three-year board term via the City website (www.cityofpt.us/pda). Candidates will be considered by a five-member Nominating Committee including representatives from the PDA, City, State Parks and Partners. Some candidates may be asked to participate in a short interview. The Nominating Committee will make its recommendation to the Mayor of Port Townsend for appointment with concurrence by the Port Townsend City Council.

City residency is not a requirement. PDA board membership is voluntary and is not a paid position.

Applications will be reviewed as received. Please submit applications soon to ensure consideration. The Nominating Committee intends to make formal recommendations to the Mayor in November with potential action and concurrence by the City Council.

FWPDA Board of Directors Job Description and Expectations

Job Description Summary

The FWPDA Board of Directors governs the affairs of the Authority. The Board oversees the activities of the PDA, establishes and implements policy, participates in matters prescribed by City ordinance and stewards management of all corporate affairs. The Board of Directors ensures that the PDA operates in a legal, ethical, transparent, collaborative and professional manner. The Board must comply with the Port Townsend Municipal Code (PTMC), particularly Chapters 2.80 and 2.84 PTMC, and companion Charter that established the FWPDA. For instance, as agents of the City of Port Townsend, the Board must comply with the Open Public Meetings Act, the Public Records Act, and RCW 35.21.759. The Board also appoints and collectively directs an Executive Director who, among other activities, supervises administrative affairs, appoints and removes employees, prepares and submits reports and budgets and implements programs and projects.

While a broad mix of skillsets are still desirable, the tighter focus of the PDA (now with a hospitality non-profit spun off) and the emphasis on trust-building and collaboration places a greater focus on Board members with honed soft-skills who can work together through crisis to stabilizing the PDA.

Significant near-term governance topics and decisions include but are not limited to:

- Financial sustainability and viability of Fort Worden State Park
- Oversight of a concession contract and collaboration with a hospitality non-profit, “Fort Worden Hospitality”
- Consideration, planning and action on significant asset management and capital maintenance needs
- Transition planning and preparation for the next Executive Director
- Stewardship of long-term tenant/partner leases and
- Longer-term business and capital planning, including revisiting potential amendments to the Master Lease with State Parks

The Board consists of seven to eleven members and meets monthly. Two board terms are coming to term this October 2022, so reappointment or new candidates for two 3-year terms will be considered. While diverse and broad skillsets are sought, to round out the existing board member skill sets, particular attention will be given to experience in capital facilities management and leadership.

Board Member Responsibilities

- Provide organizational leadership and coordinated policy direction to Executive Director
- Develop policies and provide oversight of operations and reporting
- Oversee financial management, including adoption and oversight of annual work plan and budget
- Identify project priorities, program planning efforts and evaluation mechanisms
- Promote the mission and work of the PDA and act as an advocate and good-will ambassador for the FWPDA, Partners, Fort Worden Hospitality, State Parks, the City of

- Port Townsend and any other associates
- Provide a robust, respectful and enduring conduit to members of the public and the community at large, providing clear communications, public engagement opportunities, and thoughtful consideration of community concerns or ideas that may be addressed by the PDA's mission, objectives, projects and programs
- Ensure compliance with all reporting requirements, including City of Port Townsend quarterly reports and Washington State Auditor's requirements.

Expectations of Board Members

- Act in accordance with and to the collaborative spirit of the Memorandum of Understanding (MOU) between the PDA, Washington State Parks and the City of Port Townsend
- Be informed about the organization's history, mission, services, policies and programs, including foundational documents and plans
- Use sound judgment in weighing facts and issues for decision-making
- Comply with the PTMC, Charter and any associated amendments and resolutions, including recognizing conflicts of interest and complying with the Open Public Meetings Act
- Display and model courteous, professional and collaborative conduct in all board and committee meetings
- Confidently and respectfully voice independent perspectives, including those that may be contradictory to other members, but carry forward board decisions in unity
- Make decisions on legal issues based on review and clear understanding of advice from counsel and ensure delivery of the authority's fiduciary responsibilities
- Attend and participate fully in Board and committee meetings and special functions, including adequately reviewing board meeting agendas and materials prior to Board and committee meetings
- Serve on committees or task forces and offer to take on special assignments as necessary

Board Member Qualifications/Selection Criteria

- Demonstrated skills as a team player and team builder, including working gracefully and collaboratively through challenge and disagreement, active listening, inclusion and appreciation for different perspectives, and ability to compromise and see the long game
- Diversity of background
- Leadership experience in change management and community engagement
- Experience or background in organizational development and/or strategic planning
- Passion for Fort Worden State Park, with an understanding of the past and current challenges facing the sustainability of the Park