



705 Oakwood St.  
Suite G-4  
Ravenna, Ohio 44266  
(330) 297-7728  
[www.portageparkdistrict.org](http://www.portageparkdistrict.org)

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## **Portage Park District Commissioner Job Description**

As an appointee of the Probate Court, a Portage Park District Commissioner is a member of a five-member Board who serves as the team for the overall governance of the Park District. Park District Commissioners' authority is vested in the Ohio Revised Code Chapter 1545. The Park District Commissioner represents the District community at large and serves a 3-year, unpaid term. Board members take an oath of office and are bonded.

Park District Commissioners have the following duties:

- Develop or approve and adopt Park District regulations and policies.
- Approve the annual budget, authorize contracts and land acquisitions, approve expenditures and monitor the performance of the Park District.
- Prepare for and regularly attend Park Board meetings. One Regular Board meeting is scheduled per month; current regular meetings are scheduled for the fourth Monday of each month at 6:00 pm, however the schedule is amendable. Special or Emergency meetings are called as necessary.
- Strategically plan for the Park District's short-term and long-term future.
- Hire and evaluate the Executive Director, who also serves as Secretary to the Board. The Executive Director implements the policies of the Board, hires and supervises staff, plans for land acquisition and park development, seeks additional funding, brings agenda items to the Board and develops annual work plans and budgets.
- Assist in developing partnerships, fundraising, and advocating support for the Park District's mission with organizations and communities across Portage County.

*The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment*

**PORTAGE PARK DISTRICT  
BOARD OF COMMISSIONERS  
APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Daytime: \_\_\_\_\_ Phone Evening: \_\_\_\_\_

Email: \_\_\_\_\_

Profession/Occupation: \_\_\_\_\_

\_\_\_\_\_

Please list current or prior experience on a board, commission, or in other leadership positions:

\_\_\_\_\_

\_\_\_\_\_

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Why are you interested in serving on the Board of Park Commissioners?

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What skills, education and background do you offer as a board member?

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*Feel free to attach additional pages, a resume, and any materials you feel would be helpful. The Park District staff is assisting the Portage County Probate Court by compiling applications and answering questions; please contact the office below if you would like to talk with someone about the position.*

**Submit to: Portage Park District 705 Oakwood St., Suite G-4 Ravenna, Ohio 44266  
330-297-7728; [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org)**