

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Dennis Robertson, MPD Commissioner

DATE: January 22, 2014

SUBJECT: Establishment of an Executive Steering Committee

ISSUE

Should the MPD establish an Executive Steering Committee to provide support and feedback to the Executive Director?

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Executive Steering Committee would act as a governing body to the Executive Director. A proposal outlining the purpose, membership, responsibilities & duties, roles etc. is provided.

RECOMMENDATION

The Board is being asked to approve a resolution establishing an Executive Steering Committee

ATTACHMENTS

-Draft Executive Steering Committee proposal

Tukwila Pool Metropolitan Park District

Executive Steering Committee Proposal

Purpose:

- (1) To act as a governing body and sounding board to the MPD Executive Director.
- (2) To approve and authorize Executive Director necessary emergency actions pending full MPD Board approval.
- (3) To review MPD Pool procedures, rules, and processes and recommend changes and additions.
- (4) To aid the MPD Executive Director in ensuring the Pool's day-to-day operations focus on safety, health, and efficiency.
- (5) To aid the MPD Executive Director in ensuring the Pool meets the needs of the MPD community.

Membership:

- (1) MPD Chair.
- (2) MPD Clerk.
- (3) MPD Board Member at Large selected by the MPD Board.
- (4) MPD Executive Director.

If MPD Chair or Clerk are not available another MPD Member at Large may be appointed to the Executive Steering Committee by the Board.

Responsibilities and Duties:

Provide review and oversight to issues brought forward by the Executive Director, issues may include:

- (1) MPD policies and operating procedures.
- (2) Marketing Plan implementation.
- (3) Budget and Financing.
- (4) Personnel and administration issues.
- (5) Operator Contract and staffing issues.
- (6) Issues necessary to operate the Tukwila Pool in a safe, healthy and efficient manner.
- (7) Other issues brought to the attention of the committee by the Executive Director.

Roles:

MPD Executive Director is to facilitate and be responsible for setting Executive Steering Committee meeting agenda's and keeping all necessary correspondence and notes.

The MPD Chair, Clerk and Member at Large are responsible for attending meetings and providing input, guidance, and consensus. Their main roles are to:

- (1) Provide direction and authority for emergency situations.
- (2) Act as a sounding board for issues brought to the Executive Committee by the Executive Director.
- (3) Assist the Executive Director in identifying agenda items for subsequent MPD Executive Steering Committee meetings.

Meetings:

The normal frequency for Executive Steering Committee meetings is monthly, approximately two weeks prior to a full MPD Board meeting. The actual date, time, and length of meetings to be determined by the Executive Steering Committee.