

## **Northwest Straits Commission Commissioner Job Description**

The responsibilities of the Commission include:

- To determine long-range goals and objectives of the Initiative
- To establish governing policies and positions of the Initiative
- To be legally and fiscally accountable for the Commission's operation
- To evaluate the results of the Commission's operation
- To accomplish the Commission's goals through a consensus-based approach
- To coordinate with the Padilla Bay Reserve/DOE on issues related to staffing, fiscal management and facility needs
- To serve as a member of the Northwest Straits Foundation board of directors

It is the responsibility of individual members to:

- Prepare for, attend and actively participate in meetings of the Commission
- MRC representatives serve as a voice for their MRC on the Commission and provide a brief monthly report on current MRC activities/projects
- MRC representatives report back to their MRC the topics discussed by the Commission
- Serve on one or more subcommittees (for MRC reps, participation on an MRC counts as a committee)
- Follow the Initiative's rules and bylaws (MRC, Commission and Foundation)
- Provide leadership
- Disclose conflicts or potential conflicts of interest
- Honor commitments and make timely reports
- Act as an advocate for the organization to the public
- Provide adequate notice to your alternate representative if unable to attend a Commission meeting

In addition to regular responsibilities, Commissioners may:

- Serve as an officer of the Commission (chair or vice chair)
- Represent the Commission to others (as assigned)

There is an expectation that Commissioners will spend 8-12 hours monthly on Commission duties with the estimated distribution as follows:

- 6-8 hours – Commission meeting (preparation and attendance)
- 1-2 hours – Subcommittee meetings (as needed)
- 1-2 hours – Special requests or assignments