



**Kankakee Valley**  
PARK DISTRICT

**KANKAKEE VALLEY PARK DISTRICT**

**Appointment as a Park Commissioner for Unexpired Term of Office**

The KVPD Board of Commissioners is accepting Letters of Intent from residents of the district in serving on the Park Board of Commissioners, to fill one vacancy with an unexpired term that will be up for election at the consolidated election in April 2021. The park district plans to appoint someone to fulfill the obligations until the winner of the April 2021 election is seated.

Commissioner qualifications, responsibilities and a board questionnaire for the office to be held should be obtained at the Bird Park Administration office Monday-Friday 8:30 am – 4:30 pm.

The Park Board reserves the right to accept or reject any and all candidates, waive technicalities and select the individual that best meets the requirements of the office of a Park Commissioner and the needs of the Park District.

Candidate appointed to the Park Board position will be required to file a “Statement of Economic Interest” with the County Clerk.

**OUR MISSION**

The Kankakee Valley Park District exists to acquire, develop and maintain parks; promote the conservation of natural and historical resources, and provide recreational facilities, programs, and services for the benefit of all District residents.



# **Kankakee Valley**

## **PARK DISTRICT**

### **Board Member Information**

#### **Board Member Qualifications**

- \* Candidates must be at least 18 years old and reside within the boundaries of the Park District for at least one year to qualify and must continue their residency during their time in office.
- \* Candidates must be registered voters
- \* A person is not eligible to serve on the Park board if he or she is in arrears in payment of a tax or any other indebtedness due the park district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony.

#### **Board Members Basic Expectations & Duties**

- \* The primary role of the Kankakee Valley Park District Board is to provide oversight and governance of the Park District. The Board establishes policy under which the professional staff operates the District.
- \* Attend all board meetings and board functions. Regular Committee meetings and Board meetings are held on the second & fourth Monday of each month respectively.
- \* Review Agenda and supporting Board packet materials before Board meetings.
- \* Adhere to conflict of interest, ethics and confidentiality policies.
- \* Uphold the rules and regulations of the Park District and the laws of the state of Illinois.
- \* Park Board members are not compensated for their service to the district per Illinois Park District Code (70 ILCS 1205/4-1).
- \* The candidate selected will fill a vacancy that will be up for election at the next statutorily required election. The park district plans to appoint someone to fulfill the obligations until the winner of the next statutorily required election is seated. The candidate selected to fill the vacancy may choose to run again at that time and must comply with all requirements of the Park Code, Election Code and any and all other State, County or local rules concerning candidacy and the election.

“As a board member, it is important that you commit to the “big picture” and the long-term effects of the decisions you make. You should use sound judgment by weighing the pros and cons of each issue, be open to new ideas, and make ethical decisions. In addition, it helps to have the capacity to “take the heat” when unpopular, but necessary, decisions are made.” IAPD Publication “Serving on a Park District Board – What Does That Mean?”



**Kankakee Valley**  
PARK DISTRICT

# Kankakee Valley Park District

## Appointment to the KVPD Board of Commissioners for the Office of Park Commissioner

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you been a resident of the KVPD? \_\_\_\_\_

What is your interest/objective in serving on the Board of Park Commissioners?

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Are you able to attend all Board meetings, Committee meetings and functions of the Board?

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Describe any special knowledge, skills, or experiences that qualify you for this appointment.

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What other civic obligations and/or memberships in professional organizations do you have? (Office, duties & term)

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What previous experience do you have serving on a board, committee, or commission?

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General Information:

Occupation: \_\_\_\_\_

Known or potential conflicts of interest: \_\_\_\_\_

Recreational interests: \_\_\_\_\_

Are you a resident within the jurisdictional boundaries of the KVPD?  Yes  No

Do you currently participate in programs or use its facilities?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony?  Yes  No

If yes, please explain: \_\_\_\_\_

Provide a summary of your experience, stating why you feel you are qualified for the position as a Park Commissioner. (Include any involvement with the KVPD.)

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If appointed, how would you help the KVPD to continue to strive to meet its mission?

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Do you have a long-range outlook for the Park District, Parks, and Facilities?

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Please provide 2 references:

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

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

If you need more space to respond to any of the above questions, please attach additional pages.

Thank you for applying, we appreciate your desire and dedication to serve the community.

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

Candidate Forms are due no later than 4:30 pm on October 16, 2020.

Forms may be submitted to the Bird Park Administration Building, by mail, or email.

Dayna J Heitz, Executive Director  
Kankakee Valley Park District  
893 W. Station Street  
Kankakee IL 60901  
Email: [Board@kvpd.com](mailto:Board@kvpd.com)

NOTE: Any information submitted will be released to the public upon request, subject to the Freedom of Information Act.