

**Des Moines Area Regional Transit Authority (DART)  
DRAFT Commission Member Position Description**

**Title:**

- Member, DART Board of Commissioners

**Reports To:**

- Chairperson, DART Board of Commissioners

**Purpose:**

- To serve the DART Board of Commissioners as a voting member
- To develop policies and procedures for the operation of DART
- To monitor the finances of DART, its programs and performances.

**Term:**

- Annual appointment by Mayor of DART member community

**Meeting Attendance:**

- Eighty percent of regular Commission meetings each year
- Board committee meetings
- New Commission Member orientation training
- Other periodic meetings, including conference calls, workshops and Commission retreats

**Board Obligations:**

- Support the Vision, Mission, and Values of DART
- Establish Policy
- Contribute to the hiring, supervision and evaluation of the CEO
- Lead the strategic planning initiatives
- Monitor finances and ensure adequate funding
- Update long-range plans

**Specific Duties:**

- Attend meetings and demonstrate commitment to Commission activities
- Be well informed of current issues and meeting agenda items prior to the meetings
- Contribute skills, knowledge and experience, when needed
- Listen respectfully to other points of view
- Participate in Commission discussions and decision making
- Represent DART to the public and private industry
- Educate yourself about transit needs of the community
- Assume leadership roles in various Commission activities, as needed
- Actively participate on one Commission committee

**Communication Expectations for Commissioners to Member Governments:**

- TBD