

Founders Day Committee Subcommittee and Deputy Member Policy

1. Purpose

- 1.1. This Policy establishes a consistent framework for the creation and operation of subcommittees of the City of Dripping Springs Founders Day Committee (the “**Committee**”) and for the participation of community volunteers as deputy subcommittee members.
- 1.2. The purposes of this Policy are to:
 - (a) expand meaningful community participation in the planning and operation of the Founders Day Festival;
 - (b) distribute year-round planning and event-weekend responsibilities among a larger group of volunteers;
 - (c) establish clear roles, expectations, supervision, and accountability;
 - (d) permit Committee members to organize work efficiently without increasing the number of voting Committee members established by ordinance; and
 - (e) create a pathway for committed volunteers to gain experience that may support future consideration for appointment to the Committee.

2. Authority and Relationship to the Committee

- 2.1. The Committee may establish, combine, reorganize, suspend, or dissolve subcommittees as necessary to plan and conduct the Founders Day Festival, subject to the City Code of Ordinances, City policies, the Committee’s approved authority, and direction from the City Council.
- 2.2. A subcommittee is subordinate to and acts solely on behalf of the Committee. A subcommittee has no independent authority to bind the Committee or the City, expend or commit funds, enter into an agreement, direct City employees, select or retain a vendor, issue an official City communication, or make a final policy decision unless that authority has been expressly delegated in writing by the City or the Committee and may lawfully be delegated.

- 2.3. Nothing in this Policy changes the composition, appointment process, voting rights, quorum, or terms of the Committee established by the City Code of Ordinances. Deputy members are not members of the Committee and are not City officers merely by serving under this Policy.

3. Definitions

- 3.1. **Committee Member Lead** means a voting member of the Committee assigned primary responsibility for a subcommittee or operational area.
- 3.2. **Deputy Member** means a community volunteer selected under this Policy to provide year-round planning and event support to a subcommittee under the direction of a Committee Member Lead. A Deputy Member may also be referred to as a **Deputy Subcommittee Member**.
- 3.3. **Day-of Volunteer** means a person recruited principally to perform a limited task or shift immediately before, during, or after the Festival. A Day-of Volunteer is not a Deputy Member unless separately selected under this Policy.
- 3.4. **Subcommittee** means a working group established by the Committee to support a defined Founders Day function, project, or operational area.

4. Establishment and Organization of Subcommittees

- 4.1. The Committee may establish standing or temporary subcommittees by majority vote at a Committee meeting. The action establishing a subcommittee should identify:
- (a) the subcommittee's name and scope of work;
 - (b) the Committee Member Lead;
 - (c) any anticipated deliverables or deadlines; and
 - (d) whether the subcommittee is standing or temporary.
- 4.2. Each Committee member should ordinarily serve as the Committee Member Lead for one primary operational area and may assist other subcommittees as needed.
- 4.3. The Committee may consolidate related functions when consolidation will improve efficiency. The Committee should review its subcommittee structure after each Festival and may revise that structure for the following Festival year.
- 4.4. The Committee Member Lead shall prepare and maintain a brief written description of the subcommittee's responsibilities, anticipated workload, required skills, and expectations for Deputy Members. The description may be used for volunteer recruitment and orientation.

5. Selection and Service of Deputy Members

- 5.1. Each Committee Member Lead may determine the number of Deputy Members reasonably needed for the assigned subcommittee, taking into account the scope of work, available volunteers, event scheduling, and the need for effective supervision.
- 5.2. A Committee Member Lead may select Deputy Members from interested community volunteers. The selection shall be documented and provided to the Committee Chair and designated City staff liaison before the person begins acting as a Deputy Member.
- 5.3. Selection as a Deputy Member does not require appointment by the City Council, does not constitute appointment to the Committee, and does not entitle the Deputy Member to future appointment to the Committee.
- 5.4. Deputy Members serve at the pleasure of the applicable Committee Member Lead and the Committee. A Committee Member Lead, the Committee Chair, or the Committee may end or reassign a Deputy Member's service at any time, with or without cause.
- 5.5. Deputy Members serve without compensation unless the City Council has expressly authorized compensation or reimbursement in advance. No Deputy Member may incur an expense on behalf of the City without prior written authorization in accordance with City policy.

6. Roles and Responsibilities

- 6.1. Consistent with the vice chairperson's responsibility under the City Code of Ordinances to coordinate subcommittee chairs, each Committee Member Lead shall coordinate through the vice chairperson and shall:
 - (a) direct and coordinate the work of the subcommittee;
 - (b) assign tasks and establish reasonable deadlines;
 - (c) communicate applicable City and Festival requirements;
 - (d) coordinate with the Committee Chair, other Committee Member Leads, and designated City staff;
 - (e) prepare staffing and shift schedules for the Festival, when applicable;
 - (f) ensure that Deputy Members understand when they are authorized to act and when Committee or City approval is required; and
 - (g) report material progress, needs, and recommendations to the Committee.

6.2. A Deputy Member shall:

- (a) participate in planning throughout the Festival year as reasonably requested;
- (b) complete assigned tasks reliably and timely;
- (c) attend subcommittee meetings, work sessions, orientations, and event shifts applicable to the assignment;
- (d) follow the direction of the Committee Member Lead and authorized City personnel;
- (e) comply with applicable City policies, Festival rules, safety requirements, and confidentiality obligations imposed by law;
- (f) promptly disclose actual or potential conflicts of interest;
- (g) use City information, property, credentials, and access only for authorized Founders Day purposes; and
- (h) conduct themselves professionally and respectfully when interacting with the public, vendors, sponsors, volunteers, City officials, and City employees.

6.3. Deputy Members may assist with planning, communications, scheduling, research, logistics, volunteer coordination, and Festival operations within the scope assigned by the Committee Member Lead.

6.4. Deputy Members may not:

- (a) vote as members of the Committee;
- (b) count toward a Committee quorum;
- (c) represent that they are Committee members, City officers, or City employees;
- (d) speak for the Committee or City without authorization;
- (e) enter into or modify a contract, promise payment, approve an invoice, make a purchase, or commit City or Festival funds;
- (f) independently direct City employees, contractors, law enforcement personnel, or emergency personnel; or
- (g) use their position for personal, political, or financial benefit.

7. Meetings, Participation, and Voting

- 7.1. Deputy Members may attend Committee meetings and may provide information or participate in discussion when recognized by the Committee Chair. They may not vote at Committee meetings and do not count toward quorum.
- 7.2. Subcommittee meetings and work sessions may include Committee members, Deputy Members, Day-of Volunteers, City staff, subject-matter participants, and invited community members as appropriate.
- 7.3. A subcommittee should generally operate by collaboration and consensus. If a vote or recommendation is needed, only Committee members assigned to the subcommittee may cast a formal vote. Deputy Members may provide input but have no binding vote.
- 7.4. Recommendations requiring Committee action shall be presented to the Committee by the Committee Member Lead or the Lead's designee. Subcommittee discussion or consensus does not constitute action by the Committee.
- 7.5. Meetings and communications shall be conducted in compliance with applicable law and City policy. Subcommittee meetings shall not be used to deliberate or take action on behalf of a quorum of the Committee outside a properly called Committee meeting.

8. Festival Staffing and Scheduling

- 8.1. Each Committee Member Lead shall evaluate the staffing needs of the assigned operational area and, when practicable, establish shifts, points of contact, and on-call responsibilities before the Festival.
- 8.2. Schedules should distribute work so that Committee members and Deputy Members have defined periods of responsibility and reasonable opportunities for rest. The schedule should identify who is the primary contact for each operational area during each shift.
- 8.3. Deputy Members may supervise or coordinate Day-of Volunteers only when that responsibility has been assigned by the Committee Member Lead and the Deputy Member has received any required orientation.
- 8.4. The Committee's general volunteer function remains responsible for recruiting, checking in, and directing Day-of Volunteers unless the Committee assigns a different process. Deputy Members are intended to support year-round planning and operational leadership and do not replace Day-of Volunteers.

9. Recruitment and Orientation

- 9.1. The Committee may conduct a volunteer fair, informational meeting, public recruitment effort, or other outreach to identify prospective Deputy Members and Day-of Volunteers. Public messaging, use of City communication channels, and use of City facilities shall be coordinated with and approved by designated City staff.

- 9.2. Recruitment materials should identify the available subcommittees, duties, expected time commitment, required skills, Festival-weekend responsibilities, and the distinction between Deputy Members and Day-of Volunteers.
- 9.3. Before beginning service, each Deputy Member shall receive an orientation appropriate to the assignment. Orientation should address, as applicable:
 - (a) the Committee and subcommittee structure;
 - (b) the Deputy Member's written role description;
 - (c) limits on authority and spending;
 - (d) communications and chain of command;
 - (e) records and information-handling requirements;
 - (f) safety and emergency procedures;
 - (g) expected conduct; and
 - (h) Festival schedules, credentials, and operational procedures.

10. Records and Communications

- 10.1. Documents created, received, or maintained by a Deputy Member or subcommittee in connection with Founders Day business are City records and shall be handled in accordance with the City's records-retention requirements and the Texas Public Information Act.
- 10.2. Deputy Members shall use City-approved communication and document-storage methods when provided and shall promptly provide Founders Day records in their possession to the Committee Member Lead or designated City staff upon request or at the end of service.
- 10.3. Official public statements, social-media posts, press communications, sponsorship solicitations, vendor commitments, and mass communications must be approved through the process established by the Committee and designated City staff.

11. Review of Service and Future Committee Appointments

- 11.1. Committee Member Leads should periodically evaluate whether Deputy Members are meeting the expectations of their assigned roles and should provide guidance, reassignment, or additional support when appropriate.
- 11.2. Following each Festival, the Committee may recognize effective Deputy Members and invite them to continue serving during the next Festival cycle.

- 11.3. Service as a Deputy Member may be considered as evidence of interest, experience, and contribution if the person later applies for an at-large or organization position on the Committee. Any appointment to the Committee remains subject to the nomination and appointment procedures established by ordinance.

12. Administration; Conflicts

- 12.1. The Committee Chair, in coordination with designated City staff and the City Attorney, may issue forms, role descriptions, orientation materials, schedules, and administrative procedures consistent with this Policy.
- 12.2. If this Policy conflicts with federal or state law, the City Code of Ordinances, an action of the City Council, or another controlling City policy, the controlling authority governs.
- 12.3. The Committee shall review this Policy after the first Festival cycle in which it is used and may recommend revisions based on operational experience.

13. Effective Date

- 13.1. This Policy becomes effective upon approval by the Founders Day Committee, subject to any additional approval required by the City Council or City policy.
- 13.2. This Policy remains in effect until amended or repealed by the Committee or superseded by action of the City Council.