



**TO:** Parks & Recreation Commission

**FROM:** Casey Jensen-Richardson, Commission Administrative Support

**SUBJECT:** Commission Subcommittee Guidelines (as updated on 4/13/2022)

---

1. Arrange to meet or connect monthly between regular Commission meetings.
2. Share organizational protocols and operating procedures with the full Commission during the Subcommittee Reports section of each regular Commission meeting, and
3. Formulate & share the scope and objectives of the Subcommittee in writing at the onset of the Subcommittee.
  - a. Share scope and objections with Staff and formulate a Project Plan that fits within the large Commission Work Plan.
4. Work with Staff, City Council, in accordance with the Parks & Recreation Commission work plan and staying within the charter of the Subcommittee while feeling encouraged to proactively brainstorm beyond current priorities to avoid gaps in progress.

#### **Subcommittees (Source: Commissioner Handbook – Page 7)**

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission.