

KEEP RICHWOOD BEAUTIFUL COMMISSION

Committee Member Job Descriptions

Objectives: The governing body sets policy recommendations for specific programs and actively participates in their implementation. The members work toward accomplishing the organization's mission. Keep Texas Beautiful programs and policies shall be used as a guidepost for all commission activities.

Mission: To engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship.

Qualifications: Residents of the City of Richwood who are genuinely interested in the organization's mission and stated focus on litter prevention, beautification, community improvement, and minimizing the impact of solid waste.

Meetings: Meetings are held the 1st Tuesday of each month at 6:00 p.m. at Richwood City Hall

Commitment: Term length is 2 years from the appointment date. No term limits.

Responsibilities: The following information is provided to help potential members of the KRB understand what responsibilities are expected.

GENERAL BOARD MEMBER

An individual is expected to:

- Attend monthly meetings plus extra meetings or work days, as required.
- Assume various assignments for research and investigation and provide concise reports.
- Participate actively in discussions.
- Spend time and effort to be certain of facts and recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the KRB position in front of the City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of opinion.
- Serve as extra "eyes" to help City staff identify potential problems.
- Believe in the importance of the KRB's mission statement and proactively support it.

- Plan, coordinate, and participate in all beautification events.

CHAIRMAN

In addition to the requirements for General Members, the Chairman must:

- Attend various meetings, including budget hearings, council workshops, etc.
- Assist the Executive Director in presiding over all KRB-hosted events.
- Review and approve Minutes drafted by the Secretary before approval.
- Meet with the Executive Director before each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.
- Conduct all meetings according to Robert's Rules of Order. The Chairman must make every effort to conduct issue discussions so that a positive remark is followed by a negative remark. Likewise, the Chairman must ensure that no individual member controls an issue or an entire meeting.
- Make every effort to refrain from issuing an opinion until all other members have been heard.

VICE-CHAIRMAN/TREASURER

In addition to the requirements for General Members, the Vice-Chairman must:

- Conduct all duties of the Chairman when the Chairman cannot do so.
- Withhold any opinions until all members have had an opportunity to be heard.
- Responsible for preparing or facilitating the preparation of an annual budget and regularly monitoring and comparing the actual revenues and expenses incurred against such a budget.
- Thoroughly know and understand the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key economic events, trends, and concerns and assess the organization's fiscal health.

SECRETARY

In addition to the requirements for General Members, the Secretary must:

- Organize and service meetings (assisting the City Secretary in preparing agendas and taking minutes)
- Document accurate recollection of decisions
- Steward continuity of policies and practices

- The Secretary will fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

KRB EXECUTIVE DIRECTOR

In addition to the requirements for General Members, the KRB Director must:

- Perform the necessary coordination and facilitation of the Keep America Beautiful/Keep Texas Beautiful affiliate program.
- Understand the purpose and function of Keep "Richwood" Beautiful and are knowledgeable of the organization's existing policies and procedures.
- Manage the day-to-day operations of the organization.
- Coordinate clean-up and fundraising events.
- Maintain records and serve as a resource to the Board.
- Serve as a contact person and point of contact for all activities.
- Orient and train volunteers about the organization and assist Board officers with this responsibility.
- Represent the organization and its committees at meetings, forums, and workshops.
- Prepare and submit annual and semi-annual reports to state and national organizations.
- Conduct annual Litter Index.
- Attending regional workshops, basic training, and/or training seminars.
- Attend the KTB Annual Conference.
- Report directly to and coordinate with the chairman/president.
- With the chairman/president, prepare the agenda for board meetings.
- With the treasurer, help prepare a budget and exercise budget control.
- Prepare and distribute meeting minutes to committees with the secretary.
- Prepare monthly reports for the board.
- Develop and implement orientation and training for board members.
- Work with appropriate board members to set annual goals and objectives.
- Know the members' interests.

TIERED SYSTEM OF MEMBERS AND VOLUNTEERS

Tier 1—Volunteers who help at events and clean-ups. This category can include “walk-ups,” student volunteers like NHS or PALS, etc. A volunteer packet is not required, and volunteers do not usually attend meetings.

Tier 2- Committee Members who have completed the Municipal Volunteer Packet and passed the background check. These members will attend meetings as needed but will not be held in accordance with the attendance policies of board members. They can speak during public comments but are not allowed to vote. Committee members may be residents, property owners, or business owners inside the City limits of Richwood.

Tier 3- A Board Member who has filled out the Municipal Volunteer Packet and passed the background check. They have been voted in by Board Members and approved by the City Council. These members will adhere to the attendance policy which includes meetings and events. During the sessions, board members can vote, hold an office, and speak in turn.