

**Keep Richwood Beautiful Commission / Parks Board
Committee Member Job Description**

- Objectives:** The governing body sets policy, recommends specific programs and actively participates in the implementation of the programs. The members work toward accomplishing the mission of the organization.
- Mission:** To engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship.
- Qualifications:** Genuine interest in the mission of the organization and its stated focus of litter prevention, beautification and community improvement and the minimization of 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 appointment date. No term limits.
- Responsibilities:** The following information is provided in order to help potential members of the KRB understand what responsibilities are expected.

CHAIRMAN

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

- Attend various meetings, including budget hearings, council workshops, and the like.
- Assist the Executive Director in presiding at all recreational event celebrations.
- Review and approve Minutes drafted by the Secretary prior to approval.
- Meet with the Executive Director prior to each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.

- Conduct all meetings under the format of Robert's Rules of Order. In following that format, 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 make certain 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 is unable to do so.
- Withhold any opinions until all members have had an opportunity to be heard.
- The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.
- The Treasurer may be responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
- The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.
- Have the organization's financials audited whenever required or advisable.

SECRETARY

The Secretary is responsible for:

- organizing and servicing meetings (producing agendas and taking minutes)

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.
- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to 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 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, understands the purpose and function of Keep “Richwood” Beautiful, and is knowledgeable of existing policies and procedures of the organization.

- Manage the day-to-day operations of the organization.
- Coordinate community events.
- Maintain records and serve as a resource to the Board.
- Serve as contact person and information clearinghouse on all activities.
- Conduct workshops when speaker's bureau or volunteers are not available.
- Orient and train volunteers about organization and assist Board officers with this responsibility for committees.

- Represent the organization and its committees at meetings, forums and workshops.
- Maintain office and clerical operations.
- Prepare and submit annual and semi-annual reports to state and national organizations.
- Conduct annual cost/benefit analysis (KAB).
- Conduct annual Litter Index.
- Attend regional workshops, basic training, and/or training seminars.
- Attend KTB Annual Conference.

Work with Board

- Report directly to and coordinate with the chairman/president.
- With chairman/president, prepare agenda for board meetings.
- With treasurer, help prepare budget and exercise budget control.
- With secretary, prepare and distribute meeting minutes to committees.
- Prepare monthly report for 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

Work with Committees

- Prepare briefs, summaries, fact sheets and other data required for program planning by committees.
- Help committees develop and implement action plans.
- Work with committees to facilitate program implementation.

GENERAL MEMBER

An individual is expected to:

- Attend monthly meetings plus extra meetings, as required.
- Assume various assignments for research, investigation, and provide concise reports.
- Participate actively in Committee discussions.
- Show concern about material items in public areas such as benches, light poles, etc.
- Spend the time and effort to be certain of facts, and be able to recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the KRB position in front of City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of personal opinion.
- Serve as extra "eyes" to help City staff identify potential problems.
- Believe in the importance of the Mission Statement of the KRB and proactively to support it.
- Plan, coordinate, and participate in all Arbor Day, Earth Day, Clean Up and/or any beautification celebrations
- Plan, coordinate, and participate in any Parks and Recreation events such as Trunk or Treat and Christmas in the Park.
- Act as Parks and Recreation Board.

Tiered System of Members and Volunteers

Tier 1- Volunteers who help at events and clean-ups. Can include "walk-ups", student volunteers like NHS or PALS, etc. A volunteer packet is not required and they will not usually attend meetings.

Tier 2- Committee Members who have completed the Municipal Volunteer Packet and passed the background check. These members will come to

meetings as needed but will not be held to 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 City Council. These members will adhere to the attendance policy which includes meeting and events. Board members can vote, hold an office, and speak in turn during the meetings.