

Swansboro Parks and Recreation Advisory Board

Board Member Responsibilities and Expectations

1. Responsibility to the Community

Board members shall:

- Advocate for the recreational needs and interests of the community.
- Attend and participate in Parks and Recreation programs and events when feasible to remain informed and engaged.
- Listen to community input and ask thoughtful, constructive questions.
- Support and communicate recommendations with the Board once formally adopted.
- Promote and advocate for Parks and Recreation services, programs, and initiatives.

2. Responsibility to the Board

Board members shall:

- Conduct themselves with professionalism, respect, and courtesy at all times.
- Be punctual and prepared for all meetings.
- Review materials in advance and remain informed on agenda topics.
- Contribute meaningfully to discussions by offering informed, constructive input.
- Respect differing viewpoints and engage in productive dialogue.
- Represent the Board as organized, professional, and aligned with its advisory role.

3. Communication Standards

Board members shall communicate in a manner that is:

- Professional, respectful, and solution-oriented.
- Consistent with public meeting laws and transparency requirements.

Approved methods of communication include:

- Email (for informational purposes; not for deliberation among a quorum)
- Phone conversations (one-on-one)
- In-person discussions

Important:

Communication involving a quorum (majority) of Board members regarding Board business—whether in person, by phone, or electronically—may constitute an official meeting and must comply with applicable open meetings laws. Members shall avoid group communications that could be interpreted as deliberation outside a properly noticed meeting.

4. Bylaws

- The Board operates in accordance with its adopted bylaws and applicable Town ordinances.
- Bylaws shall be reviewed annually.
- Board members may recommend amendments during regular meetings.
- The Board shall not act outside the authority established by Town ordinance or its advisory capacity.

5. Strategic Plan

- The Parks and Recreation Comprehensive Plan serves as a guiding framework for Board recommendations.

- Board members shall align discussions and recommendations with the goals and priorities outlined in the Plan.
- The Board reviews the Plan annually and may recommend updates as appropriate.

6. Meeting Structure

Regular meetings generally follow the structure outlined in the bylaws:

1. Roll Call
2. Approval of Minutes
3. Public Comment
4. Reports (Staff and Committees)
5. Old Business
6. New Business
7. Director and Board Comments
8. Adjournment

7. Vacancies

- Board composition and vacancies are determined by the Board of Commissioners in accordance with Town policy.
- Current vacancies shall be communicated as needed.

8. General Expectations

Board members are expected to:

- Provide comments that are constructive, relevant, and aligned with agenda topics.
- Request agenda items in advance through the Chair or Parks and Recreation Director.
- Follow all bylaws, policies, and applicable laws.
- Act in the best interest of the community and the Parks and Recreation Department.
- Support the Board's advisory role by offering recommendations, including ideas for programs and services that benefit the Town.

Swansboro Parks and Recreation Advisory Board: Strategic Plan

Department Mission and Vision Alignment

Mission

To enhance the quality of life for residents of the Town of Swansboro through quality parks, programs, and multi-purpose indoor and outdoor recreational facilities and spaces.

Mission Statement

“To enhance the quality of life for the citizens of Swansboro through recreation programs, facilities, and experiences designed to meet the leisure needs of the community, and to provide people of all ages, backgrounds, and abilities opportunities to come together, participate, create, and share positive life experiences.”

Core Values

The Board supports and promotes the following values:

- Promote diversity, inclusion, wellness, and quality of life
- Ensure safe, welcoming, and family-friendly environments
- Foster a strong sense of community
- Encourage positive and meaningful recreational experiences
- Promote the benefits and impact of parks and recreation services
- Advocate for initiatives that strengthen local, regional, and state parks and recreation services

Parks and Recreation Advisory Board

Mission

To support the development of an informed, effective, and engaged Parks and Recreation Advisory Board operating within its advisory role.

Goal

Strengthen Board effectiveness through training, structure, and ongoing development.

Strategic Actions

- Develop and maintain a comprehensive **Board Orientation Manual** aligned with bylaws and Town policies
- Provide onboarding for new members, including roles, responsibilities, and legal considerations (e.g., open meetings requirements)
- Encourage ongoing education related to parks and recreation trends, governance, and community needs
- Promote active participation, preparedness, and professional conduct consistent with Board expectations

Programming and Community Impact

Mission

To advise on the enhancement of quality-of-life services for Swansboro residents through diverse and impactful recreation programming.

Goal

Provide informed, strategic recommendations that support the development of diverse, inclusive, and innovative recreation programs that benefit the community.

Strategic Actions

- Remain informed on current Parks and Recreation programs, services, and participation trends
- Recommend and propose new programs, events, and services that align with community needs and Board priorities
- Provide constructive feedback on program effectiveness and community impact
- Advise the Parks and Recreation Director on opportunities for sustainable programming, including revenue-neutral or revenue-generating initiatives when appropriate
- Support and advocate for Department programs within the community
- When feasible, attend or volunteer at Department-sponsored programs and events to enhance Board awareness and visibility

ARTICLE 1: PURPOSE AND AUTHORITY

A. The Swansboro Parks and Recreation Advisory Board (“Board”) serves in an advisory capacity to the Mayor, Board of Commissioners, and Parks and Recreation Director. The Board provides recommendations on matters related to parks and recreation policies, programs, personnel, finances, land acquisition and disposition, properties related to Town Programs, open space, environmental conservation, and land preservation.

B. Duties and Responsibilities

The Board shall:

1. Recommend the designation and use of Town-owned or leased lands and facilities for parks, playgrounds, recreation centers, water areas and related purposes, and suggest improvements within allocated funding.
2. Advise on the acquisition of land and facilities through purchase, lease, gift, donation, or other means.
3. Review and recommend acceptance of grants, gifts, bequests, or donations of real or personal property, offered or made available for parks and recreation purposes or land preservation.
4. Review the Parks and Recreation Comprehensive Plan annually and provide recommendations.
5. Advise the Mayor, Board of Commissioners, and Parks and Recreation Director on policy matters referred to the Board.
6. Serve as a sounding board for the Parks and Recreation Director to evaluate initiatives, plans, and operational strategies.
7. Advocate for the advancement and visibility of Parks and Recreation services and their benefits within the community.
8. Recommend and propose new programs, events, and services that enhance recreational opportunities and benefit the residents of the Town.
9. The actions of the Parks and Recreation Board shall be advisory only and shall not constitute policy of the Town and shall not be binding upon the Town Board of Commissioners or Town. The Mayor, Board of Commissioners and/or Parks and Recreation Director may adopt all or part of any recommendation of the Board, with or without changes as Town policy.

ARTICLE 2:

A. Regular meetings shall be held at 5:30 p.m. on the third Wednesday of each month at the Swansboro Recreation Center or another designated location.

B. Special meetings may be called by the Chair or upon request of a majority of Board members. At least forty-eight (48) hours’ notice of time and location of such meeting shall be provided to members and applicable media by the Parks and Recreation Director. Business shall be limited to items specified in the meeting notice.

C. A majority of appointed members shall constitute a quorum.

D. Meetings shall generally follow this order:

1. Roll Call
2. Approval of Minutes

3. Public Comment
4. Reports (Staff/Committee)
5. Old Business
6. New Business
7. Director and Board Comments
8. Adjournment

E. Board members serve at the pleasure of the Board of Commissioners. Members with three (3) consecutive unexcused absences may be subject to attendance review. The Board may recommend removal to the Board of Commissioners due to non-participation. Members shall notify the Chair and Parks and Recreation Director in advance if unable to attend.

F. The Parks and Recreation Board shall consist of seven (7) members: five (5) in-town residents and two (2) Extraterritorial Jurisdiction (ETJ) representatives.

G. Initial appointments shall be staggered. Subsequent appointments shall be for three (3) years. Vacancies shall be filled for the remainder of the unexpired term. Members may serve unlimited terms subject to reappointment approval.

ARTICLE 3:

A. The Board shall annually elect a Chair and Vice-Chair at the first regular meeting in January.

B. Officers shall assume duties immediately upon election and serve for one (1) year or until successors are elected.

ARTICLE 4:

A. The Chair shall:

- Preside over all meetings
- Execute official documents as authorized
- Ensure orderly conduct of Board business

B. The Vice-Chair shall perform the duties of the Chair in their absence.

C. Each member, including the Chair, is entitled to one vote. A majority vote of members present (with quorum established) shall decide all matters before the board.

ARTICLE 5:

The Parks and Recreation Director shall:

- Provide notice of meetings
- Maintain official records and minutes
- Distribute meeting minutes to Board members
- Retain permanent records of Board proceedings

ARTICLE 6:

A. The Chair may appoint committees as necessary. Vacancies on the committees shall be filled by the Chairman at any meeting.

B. Committees may be established to address specific issues or projects as determined by the Board.

C. The Chair, Town Manager, and Parks and Recreation Director shall serve as ex-officio members of all committees and shall be notified of all committee meetings.