

## **Parks and Recreation Advisory Board Responsibilities**

**Responsibility to the community:** To advocate or community needs and wants. To participate in P&R events and be present to hear from the community. Ask questions, even the tough ones. Advocate the actions passed by the PR board.

**Responsibility to the board:** Be respectful of each other's thoughts, opinions, ideas and time. Treat each other with respect and professionalism. Show up on time and prepared. Be studied and well informed of the topics. Provide insight and offer constructive conversation. Display to the public a professional, organized and relevant PR board and team.

**How we communicate:** Professionally, respectfully and tactfully. Email (not group conversation). Phone calls. In person. Board Members should not communicate with one another if four or more are in a group. Four members of an advisory board communicated in any media results is an official meeting.

**Bylaws:** Reviewed annually. Board members can recommend changes to bylaws at meetings. Provide structure and boundaries for the PR board. Are a product of the town ordinances. We cannot operate outside of town ordinance.

**Strategic plan:** Provide guidance to the PR board and its members. An outline that paves a path toward the mission and vision of the PR board.

**Meeting structure:** Role, approval of minutes, updates, new business, and comments.

**Current vacancies:** none

**Expectations:** Comments are constructive, relevant and on topic. Communicate in advance if you want items on agenda. Follow bylaws and work towards fulfilling the strategic plan. Be studied, informed, an advocate for the department and our board.