Swansboro Parks and Recreation Advisory Board
Board Member Responsibilities and Expectations

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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.