

# Recreation Committee Policy

## Town of Pendleton Recreation Committee

### **Mission:**

The Town of Pendleton Recreation Committee is committed to maintaining and improving the recreational resources within the Town to promote quality of life through passive & active recreation.

To create recreational opportunities for growth and enhancement by developing services and programs that promote citizen involvement and a strong sense of community, while striving to increase the social, cultural and physical well-being of its residents.

The Recreation Committee shall, in collaboration with the Recreation Director:

1. Identify the changing needs of the community through periodic evaluation and make recommendations.
2. Create and/or advise on Recreational and Park planning
3. Advise on budget and policies for the Recreation and Park programs & facilities
4. Review recreational contracts and fee schedules annually & make recommendations.
5. Assess facility usage and make recommendations.
6. To act as liaison between the Recreation Department, recreational associations and other governmental agencies.
7. Assist in the promotion of the town recreation programs.

### **Members:**

Section 1. Membership in the Recreation Committee shall be open to all Pendleton property owners and tenants of properties in good standing.

Section 2. New members may join at any Recreation Meeting by giving their name, address, and phone number to the Recreation Director.

Section 3. An active Recreation member shall be defined as a person who chairs at least one major event, or participates as a helper to a chairperson in three events, or attends five meetings from October 1st through September 31st.

Section 4. Three (3) unexcused absences of any member in the Town's fiscal year will result in a membership review by the Committee. A determination will be made as to a recommendation to be given to the Town Board for their removal.

Section 5. Committee Members shall make recommendations regarding recreation programs appropriate for all ages and interests of residents of the Town of Pendleton.

Section 6. Committee Members are encouraged to attend activities and programs that the Recreation Department is sponsoring.

### **Meetings:**

A. Regular meetings of the Committee shall be held once a month unless otherwise ordered by the Recreation Director.

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B. Special meetings may be held at any time or place at the call of the Recreation Director or upon the request of two members of the Committee.

C. A majority of Committee members shall constitute a quorum at regular and special meetings.

D. Rules of Order - General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Committee shall be observed in conducting meetings of the Committee.

E. Order of Business - The following shall be the Order of Business of the Committee, but the rules of order may be suspended, and any matters considered or postponed by the action of the Committee.

1. Call to Order

2. Reports of Officers

3. Unfinished Business

4. New Business

5. Review of Action Items

6. Adjournment

## **Courtesy and Conduct of volunteers:**

Section 1. All volunteers working any event will conduct themselves in a respectful manner. Should a problem arise with any person during said function, volunteers shall not confront him/her/them. This problem shall be made known to the person chairing the event and he/she/they shall handle the matter respectfully. If a reasonable solution cannot be obtained, the matter shall be taken up together with the Recreation Committee and its Director.

Section 2. Should any problem ever become seriously out of control during any function, security shall be called to mediate for safety reasons.

Section 3. Recreation Committee members, the Recreation Director and Town Council People alike, shall keep in mind that anytime they discuss any recreation matters, either on or Town property, they are still representing the Town of Pendleton.