

<b>Policy Name</b>	<b>RJRD Committee (Standing &amp; Special)</b>
<b>Issue Date</b>	03/28/2016
<b>Revision Date</b>	03/28/2016
<b>Purpose</b>	Setting the policy for which the RJRD committees will be governed
<b>Attachment(s) (links)</b>	
<b>Special Notes</b>	

**POLICY:**

- **Purpose of the committees** - The goal of the committee is to focus efforts and break the work at hand into meaningful and controllable tasks. It is a small working group assembled by the board, consisting of board and non-board members, for the purpose of supporting the board’s work.

A committee should inform the board providing insight to help make decisions. They have no authority by themselves, since legal and moral authority exists with the full board. While some committee boards may last for years, others will only exist for a matter of weeks or months, depending on the requirements of the task. They will, however, all be dissolved once the task they were originally convened for has been completed and a final report on the subject matter submitted to the organization’s board of directors.

- **Duties of the members** - The board committee chair will prepare and agenda to be released at least 24 hours in advance and submit to the administrator for public posting.

Prepare meeting minutes to be approved by the board committee members in the regular monthly meeting and submit to the administrator for posting. Committee members must attend scheduled meetings, participate in discussions and share the workload. Each member’s expertise, whether a skill or knowledge, contributes to the committee’s success. When assigned a task, it becomes each member's duty to complete the task and report back to the committee.

- Compliance with the Sunshine act

- **Committee Selection** - Each trustee needs to select two committees they would like to participate on
  - The RJRD chair will assign the members taking into considerations the trustees preferences
  - The RJRD chair will assign a committee chair
    - Each trustee can opt in/out of being a committee chair
  - Each committee will recommend a set number of advisors to the committee to be approved by the RJRD board
    - Exhibit A of this policy will reflect the committee structure including the number of advisors permitted
- **Advisor Selection** – Advisors should be selected by a majority vote by the three trustees of the committee
  - The number of advisors is not to exceed the number of board appointed advisor positions for the specific committee
  - The advisors will be listed in exhibit A
- **Length of Term** (Committee Members and Advisors) - One year term unless participating on a \*special committee which has an established timeline based on its objective

**\*Special Committee** – A committee that is formed based on board approval to focus on a specific task

**Revisions**

Date	Administrator	Details of revision

**EXHIBIT A**

<b>Committee</b>	<b>Chair &amp; Committee Members</b>	<b>Responsibilities</b>
<p><u>Governance</u></p>	<p>Chair: Dominic Cugini</p> <p>Members: Bill Taylor, Pat Norris</p> <p>Advisors (#): TBD</p> <p>Note: The Administrator attends these meetings, records the meeting, takes administrative notes and takes follow-up action where necessary.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Policy/Procedures           <ul style="list-style-type: none"> <li>▪ Park Rules</li> <li>▪ Various policies</li> <li>▪ Use agreements and permits</li> </ul> </li> <li>○ Legal</li> <li>○ Budget &amp; Finance           <ul style="list-style-type: none"> <li>▪ Review and manage the financial reports: Cash Transaction, Expenditure &amp; Revenue Reports</li> <li>▪ Approve Payroll and the payroll process</li> <li>▪ Manage the property and liability policy</li> <li>▪ Adhere to the public subdivision requirements of Bank Depositories</li> <li>▪ Consider and make recommendations on all business cases/financial for project plans</li> </ul> </li> <li>○ Partner Relations with external entities           <ul style="list-style-type: none"> <li>▪ WRLC</li> <li>▪ Ohio Buckeye Trail Association</li> <li>▪ Friends Groups</li> </ul> </li> <li>○ Special Revenue           <ul style="list-style-type: none"> <li>▪ Donations/fundraising events</li> <li>▪ Nonstandard use requests</li> </ul> </li> <li>○ Communication           <ul style="list-style-type: none"> <li>▪ (Social Media, Web, E-mail)</li> <li>▪ Event publicity: flyers, advertisements, press packets, brochures, publications</li> <li>▪ Press releases</li> <li>▪ Website</li> </ul> </li> <li>○ Grants/ Grant Administration</li> </ul>

<b>Committee</b>	<b>Chair &amp; Committee Members</b>	<b>Responsibilities</b>
<u>Park Services</u>	Chair: Kelly Clark  Members: Rich Fleming, Ralph McNerney  Advisors (#): TBD  Note: The Administrator attends these meetings, records the meeting, takes administrative notes and takes follow-up action where necessary.	Responsibilities include: <ul style="list-style-type: none"> <li>○ Volunteers</li> <li>○ Programming</li> <li>○ Naturalist (programs)</li> <li>○ Education &amp; History               <ul style="list-style-type: none"> <li>▪ Development of RJRD educational programs including coordinating with schools, colleges and business/corporate sponsors</li> <li>▪ Historic sites and structures</li> </ul> </li> <li>○ Signage (Design &amp; Placement)</li> <li>○ Park Events</li> <li>○ Develops and organizes park events for public enjoyment.</li> </ul>

<b>Committee</b>	<b>Chair &amp; Committee Members</b>	<b>Responsibilities</b>
<u>Operations</u>	Chair: Bill Taylor  Members: Kelly Clark, Rich Fleming  Advisors (#): TBD  Note: The Administrator attends these meetings, records the meeting, takes administrative notes and takes follow-up action where necessary.	Responsibilities include: <ul style="list-style-type: none"> <li>○ Maintenance oversight – Day to day operations and upkeep of the park and facilities               <ul style="list-style-type: none"> <li>▪ Grounds</li> <li>▪ Buildings</li> <li>▪ Equipment</li> <li>▪ Landscaping</li> <li>▪ Trails</li> <li>▪ Roads</li> </ul> </li> <li>○ Security &amp; Safety</li> <li>○ Forest Management</li> </ul>

<b>Committee</b>	<b>Chair &amp; Committee Members</b>	<b>Responsibilities</b>
<u>Capital/Special Projects</u>	<p>Chair: Dominic Cugini</p> <p>Members: Bob Becker, Ralph McNerney</p> <p>Advisors (#): Capital Projects Consultant &amp; Capital Projects Manager, Keith Shy</p>	<p>To meet as needed for capital/special projects &gt;\$50K</p> <ul style="list-style-type: none"> <li>○ Master Planning</li> <li>○ Renovations</li> <li>○ Additions</li> </ul>