

Policy Name	RJRD Committee (Standing & Special)
Issue Date	03/28/2016
Revision Date	04/24/2023

Purpose	Setting the policy governing RJRD committees
Attachment(s) (links)	
Special Notes	

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 Park Director’s work on behalf of the District.

A committee should function to assist the Park Director in executing the District’s mission and providing information, advice and recommendations to the Board as the policy-making authority. Any committee may be dissolved by the Board once the task for which it was originally convened has been completed and a final report on the subject matter submitted to the Director.

- **Duties of the members** - The committee chair will prepare an agenda to be released at least 24 hours in advance and posted on the RJRD website.

Prepare meeting minutes to be approved by the committee in regular meetings and submitted to the administrative coordinator 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 Law and Open Meetings Act

- **Committee Selection** - Each trustee needs to select one committee on which they would like to participate.
 - The RJRD chair will assign the members taking into consideration 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
1/8/2018	RJBecker	Revised Trustee’s name by committee to make current.
8/25/2018	RJBecker	Revised advisors by committee
1/25/2019	RJBecker	Revised committee members
1/27/2020	RJBecker	Revised committee members
1/4/2021	RJBecker	Revised committee members
1/26/2022	AGantner	Revised committee structure and revised committee members
4/24/2023	AGantner	Revised committee structure and revised committee members

EXHIBIT A

Committee	Chair & Committee Members	Responsibilities
<u>Governance</u>	<p>Chair: Mike Lyons</p> <p>Members: Dave Wehner Holly Price</p> <p>Advisors (#): Up to 3</p> <p>Note: The Administrative Coordinator 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"> ○ Policy/Procedures <ul style="list-style-type: none"> ▪ Park Rules ▪ Various policies ▪ Use agreements and permits ○ Budget & Finance <ul style="list-style-type: none"> ▪ Review and manage the financial reports: Cash Transaction, Expenditure & Revenue Reports ▪ Approve Payroll and the payroll process ▪ Manage the property and liability policy ▪ Adhere to the public subdivision requirements of Bank Depositories ▪ Consider and make recommendations on all business cases/financial for project plans ○ Contracts and Memos of Understanding not specifically under another committee, or as referred by the Board

Committee	Chair & Committee Members	Responsibilities
Fundraising/ Grant Writing	Chair: Mike Selig Members: Mark Robeson Steve McPeake Advisors (#): Up to 3	<ul style="list-style-type: none"> ○ Special Revenue ○ Donations/Fundraising events ○ Grants/Grant Administration
		Note: The Administrative Coordinator if needed may attend and record these meetings, take administrative notes and follow up as necessary.