

Policy Name	RJRD Standing Committees
Issue Date	03/28/2016
Revision Date	01/27/2022

- **Standing Committees established** – the following Standing Committees of the RJRD Board of Trustees are hereby established:
 - Governance
 - Operations/Capital Improvements
 - Fundraising/Grant Writing
 - Marketing and Communications

The Committees’ areas of work are described in greater detail in the following table.

- **Purpose of the committees** - The goal of a committee, each to be comprised of three (3) Trustees, is to bring focus to Board work and organize that work by subject matter. Standing Committees have the authority to made recommendations to the Board of Trustees, but not to take final action or bind the District to any commitment.
- **Committee Selection and Duties** – Each Trustee should identify two committees on which they would be willing to serve. The RJRD Board Chair will then assign members to Committees, taking into consideration the Trustees’ preferences.
 - The RJRD chair will assign the Committee chair
 - The Committee Chair will prepare an agenda to be posted on the RJRD website and distributed to Committee members at least 24 hours in advance.
 - The Committee Chair, or another Committee member, shall prepare meeting minutes to be approved by Committee members in Board meetings.
 - Committee members are expected to attend scheduled meetings, participate in discussions and share the workload. Each member’s expertise, whether a skill or knowledge,
 - RJRD Board Committees are required to comply with the Ohio Open Meetings Act and the Ohio Public Records Law.
- **Advisor Selection** – Each committee may determine to designate as advisors to the Committee no more than three (3) persons not on the Board of Trustees.

- Advisors will be designated by mutual agreement of the Board Chair and the Committee Chair.
- **Length of Term** – Committee Members and Advisors shall serve terms of one year unless participating on a Special Committee which has a different designated term.

GOVERNANCE COMMITTEE

Responsibilities include:

- Policy/Procedures
 - Park Rules
 - Various policies
 - Use agreements and permits
- Budget & Finance
 - 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 Memo of Understandings not specifically under another committee, or as referred by the Board

OPERATIONS/CAPITAL PROJECTS COMMITTEE

- Strategic Plan Implementation
- Capital Improvements and Special Projects
- Renovations
- Additions/Demolitions
- Larger repairs
- Historic Home Stabilization Task Force

MARKETING and COMMUNICATIONS COMMITTEE

- Marketing the RHP
- Social Media
- Local Publications
- Community Outreach

- Programming
- Communications
 - Social Media, Websites

FUNDRAISING/GRANT WRITING COMMITTEE

- Special Revenue
- Donations/fundraising events
- Grants/Grant Administration