

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Ingrid S. Penney, Administrative Services Manager

Date: June 15, 2017

Subject: Advisory Board Elections and Committee Assignments for FY 2017-18

Background/Discussion:

Prior to or at the beginning of each fiscal year the Advisory Board determines the Board officer positions and committee assignments for the new fiscal year. Board leadership positions are Chairman, Vice-Chairman, and Secretary. The standing committees are Facility, Personnel, Budget, and Policy & Program. Attached are the terms of office for the Advisory Board Members, the description of the officer duties, the function of the standing committees, and current standing committee assignments.

Recommendation:

Advisory Board selects officers and makes recommendations to the Chairman for standing committee assignments for fiscal year 2017-18.

**Carmichael Recreation and Park District
ADVISORY BOARD TERMS OF OFFICE**

Name	Term Begins	Term Expires	Term
Borman, Karen	09/10/08 07/01/11 07/01/15	06/30/11 06/30/15 06/30/19	Partial First Second
Dax-Conroy, Gayle	05/08/12 07/01/12 07/01/16	06/30/12 06/30/16 06/30/20	Partial First Second
Rockenstein, Michael	08/26/10 07/01/13 07/01/17	06/30/13 06/30/17 06/30/21	Partial First Second
Arredondo-Carroll, Joyce	07/01/12 07/01/15	06/30/15 06/30/19	Partial First
Younger, David	06/19/06 07/01/09 07/01/13	06/30/09 06/30/13 06/30/17	Partial First Second

Parliamentary Rules of Procedure: Unless otherwise provided by these policies, all proceedings before the Advisory Board shall be conducted in accordance with and pursuant to the parliamentary rules of procedure as prescribed in "**ROBERTS RULES OF ORDER**". It is the policy of the Advisory Board that the Chairperson **can second a motion** while performing as Chairperson.

OFFICERS

Election: The officers shall consist of a Chairperson, Vice-Chairperson, and a Secretary. The election shall take place at the regular meeting held in June of each year. New officers shall officially take office on July 1. Standing committees shall be appointed and announced by the Chairperson at the first meeting following the election. Terms of officers of the Advisory Board shall be for one (1) year. The Chairperson of the Advisory Board of Directors shall be changed annually. Exception to this can only be made with the unanimous consent of all of the Advisory Board.

Duties:

Chairperson: It shall be the duty of the Chairperson to preside at all meetings of the Advisory Board, to appoint committees, and to call special meetings when they may be deemed necessary and advisable.

Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the latter. The Vice-Chair serves as a representative to the Council of Recreation and Park Agencies.

Secretary: The Secretary shall notify members of all meetings, keep a record of all proceedings of all meetings, and call special meetings upon request of the Chairperson or three (3) members of the Advisory Board. The above duties of the Secretary may be delegated to staff. The Secretary assumes the duties of the Chair and Vice-Chair in the event of their absence.

COMMITTEES

Functions: All business requiring further study will be referred to the proper committee for report and recommendations to the Advisory Board as a whole for action.

Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Advisory Board as a whole unless given authority to do so by the vote of the Advisory Board.

Chairperson - Ex-Officio Committee Members: The Chairperson of the Advisory Board of Directors shall be an ex-officio member of all committees and as such, shall be notified of all committee meetings and their agendas. The Chairperson shall attend and participate at a committee meeting when a regular committee member is unavailable. Three (3) Advisory Board members cannot attend or participate in a committee meeting as that would constitute a quorum and be in violation of the Brown Act.

Standing Committees: The Chairperson shall appoint annually, two (2) Advisory Board members to the following standing committees. One appointee of each committee shall be designated as Chairperson of that committee (7/17/98).

Personnel and Personnel Policies: This committee shall study and recommend the following:

- A. Personnel policies on annual salary increases and benefits.
- B. Current salary schedule.
- C. Evaluate job descriptions.
- D. Establish job descriptions for new positions.

Budget and Finance: This committee shall study and recommend the following:

- A. Fiscal year operating budget.
- B. Expenditures from bond improvement fund.
- C. Monthly financial expenditures.
- D. Budgetary items from fiscal capital outlay budget for new projects.
- E. The need for additional financing for the District.

The Budget Committee shall submit a proposed budget to the Advisory Board of Directors for approval. The Advisory Board shall submit a budget to the County Board of Supervisors for final adoption.

Program and Policy: This committee shall study and recommend the following:

- A. The recreation program as a whole.
- B. Policies dealing with the use of District facilities.
- C. All general policies pertaining to the District unless specifically the responsibility of another committee, standing or special.

Facility: This committee shall study and recommend the following:

- A. Acquisition of new sites.
- B. Type of facilities that should be planned for all sites.
- C. Joint planning and developing with School District and County.
- D. Any maintenance or physical matters dealing with parks or facilities.

Special Committees: In addition to the standing committees, the Chairperson may, from time to time, appoint special or select committees to consider matters that the Advisory Board feels may not properly go to a standing committee or the Chairperson feels may require special attention. Their activities are limited to the purpose for which they are created and after they have performed the service imposed upon them, they cease to exist.

DUTIES OF THE ADVISORY BOARD

The Advisory Board of Directors of the Carmichael Recreation and Park District is responsible for the establishment and conduct of a recreation and parks program within the boundaries of the Carmichael Recreation and Park District. In exercising this responsibility it may, as it chooses, delegate certain responsibilities to the District employees (see Sacramento County Powers and Duties Resolution for further detail).

RESPONSIBILITIES OF THE ADVISORY BOARD

Advisory Board members should provide leadership and be responsive to recreational needs and desires in the community.

Advisory Board members should be aware of the relationship of the recreation service to other community services. Programs should be coordinated with other youth-serving agencies such as the schools, other districts and the Sacramento County Department of Parks and Recreation.

**Carmichael Recreation and Park District
ADVISORY BOARD & COMMITTEES**

ADVISORY BOARD OF DIRECTORS FOR 2016-17

Director Rockenstein	Chairman
Director Arredondo-Carroll	Vice-chairman
Director Borman	Secretary
Director Younger	Member
Director Dax-Conroy	Member

STANDING COMMITTEE ASSIGNMENTS FOR 2016-17

Facility Committee	Director Younger, Chair Director Arredondo-Carroll, Member
Personnel Committee	Director Dax-Conroy, Chair Director Borman, Member
Budget Committee	Director Borman, Chair Director Younger, Member
Policy & Program Committee	Director Arredondo-Carroll, Chair Director Dax-Conroy, Member

AD HOC COMMITTEE ASSIGNMENTS FOR 2016-17

None