



## FLUVANNA COUNTY PARKS AND RECREATION

### Advisory Board Member Responsibilities

- Position Title: Advisory Board Member
- Selection: Appointments made by the Director of Parks and Recreation, the Recreation Advisory Board and Board of Supervisors.
- Purpose: To advise the Parks and Recreation Department on the recreation needs of the community, assist with special events, promote recreational programs and needs, and thereby improve the quality of life for all citizens of Fluvanna.
- Time Commitment: Advisory Board meetings are held bi-monthly, generally on the second Tuesday at 4:30 pm; a yearly meeting schedule is provided to all members. Meetings generally take 1 ½ to 2 hours. Various special committee meetings may be held throughout the year.
- Responsibilities:
- 1) To adequately review information and prepare for all meetings.
  - 2) To attend meetings regularly or notify the Department Director or Chairman in advance. (Two consecutive meetings missed which are unexcused may result in loss of appointment.)
  - 3) Commit to teamwork among the Advisory Board, the Department of Parks and Recreation, and the Board of Supervisors.
  - 4) To consult and to offer advice to the Parks and Recreation department on potential problem areas or concerns for programs, activities and special events.
  - 5) To suggest policies to the Parks and Recreation Department as necessary.
  - 6) To consult and advise the Parks and Recreation Department in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation, and its long-range, projected program for recreation.
  - 7) To participate in a minimum of one (1) special event/program each calendar year to learn how events are run, what each staff member does for each event, to greet the public, and to provide support wherever needed. Event sign-up, including dates/times, is provided well in advance and event attendance is based on Advisory Board member availability.

*This is a description and not an individualized job specification. The description defines the general character and scope of duties, responsibilities, and requirements of the positions in this classification, but is not all inclusive or totally restrictive.*