

UNION TOWNSHIP PARKS AND RECREATION COMMITTEE

Article I: Purpose and Establishment of the Committee

The Union Township, Clermont County, Ohio Board of Trustees establish a Parks and Recreation Committee (“Committee”). The Committee shall act as an advisory body to the Trustees regarding matters concerning the development, planning and use of the parks and recreation areas located within, and owned by, the Township.

Article II: Authority of Committee

The Committee shall have no independent authority to act on behalf of the Township. However, upon a duly passed resolution, the Trustees may provide limited authority and discretion to Members of the Committee from time-to-time to act on behalf of the Committee and the Township. The limited scope of such authority may include the filing of grants on behalf of the Township or such similar, limited authority as the Trustees duly grant by resolution at their sole discretion.

Article III: Functions of Committee

The Committee shall function as an advisory body to the Trustees focusing on the development of the parks, their infrastructure, and the promotion of public use of the parks by residents of the Township and others. The Committee shall communicate with employees of the Township regarding identified maintenance and upkeep needs. All meetings of the Committee shall be public meetings, subject to the requirements of R.C. 121.22. All meeting agendas will be posted in advance consistent with Ohio law and the Township policy, and the minutes shall be kept by staff. Any votes that take place will be recorded as well. The Committee shall assist in the coordination of efforts for other community groups and volunteers when such efforts are in line with the designated purpose of the Committee.

Article IV: Membership of Committee

The Committee shall consist of a minimum of five (5) members, four (4) of whom must be a resident of the township, one (1) staff member, and one (1) Township Trustee Liaison. Each member shall serve at the sole discretion of the Township Trustees.

For initial establishment of the Committee, the Trustees shall appoint 3 members to a term of two calendar years and 2 members to a term of one calendar year. Each subsequent term shall be for two calendar years for each member of the Committee.

A person desiring to become a member of the Committee must be at least eighteen (18) years old and shall submit a letter of interest and resume to the Committee for review. Upon review of such information, the Committee shall make a recommendation to the Trustees regarding the appointment of such person as a Member of the Committee. Once appointed to the Committee, a person shall serve on the Committee until the earlier of the following: 1) the Member is no longer a

resident of the Township; 2) The Member resigns in writing; 3) The Trustees remove the Member of the Committee; or 4) The expiration of the Member's current term.

The Township Administrator shall be responsible for recommending a staff liaison member of the Committee. The recommendation must be adopted by the Trustees. The Staff Liaison shall not have a term limit and shall serve until a new liaison is appointed at the recommendation of the Township Administrator.

The Trustees shall appoint a Trustee member to serve as trustee liaison to the Committee.

Article V: Term of Members; Attendance

In order to establish the committee, members shall be appointed to terms of one year or two years. After this initial appointment, each member shall have a term of two years. The term of each member shall expire on December 31st. The Secretary of the Committee shall be responsible for maintaining the roster of Members, the seniority of each member and the expiration of each member's current term.

If a member is appointed to the Committee in the middle of a term, the member shall initially serve the remainder of the term applicable. There is no limit to the number of terms in which a Member may serve. Members must attend two-thirds (2/3) of the regularly schedule meetings to remain a Member in good standing; otherwise they will be reviewed by the Officers of the Committee for recommendation of discipline up to and including removal of the individual from the Committee. The Trustees, at their sole discretion, shall make the final disciplinary decision.

Article VI: Officers of Committee

The Committee shall elect one of its Members to the office of President, Vice President, and Secretary. The election shall occur at the first regularly schedule meeting of each calendar year.

If an officer resigns as a Member of the Committee during the calendar year, the committee shall elect another Member to fill that office for the remainder of that calendar year.

- a) President: The President of the Committee shall be responsible for presiding over the meetings and coordinating the activities of the Committee. The President shall be responsible for reporting to the Trustees on the activities of the Committee from time to time and conveying to the Trustees the advice and position of the Committee regarding matters concerning the parks of the Township.
- b) Vice President: The Vice President shall be responsible for assuming the President's activities and duties in the event the President is unable to fulfill such activities and duties. The Vice President shall also be responsible for informing the Committee on the status of any monies budgeted and/or spent on behalf of the parks, coordinating any fundraiser and coordinating with the Township Fiscal Officer to deposit monies.
- c) Secretary: The Secretary shall be responsible for maintaining accurate minutes of all meetings of the Committee and filing such minutes with the Township Administrator and maintaining the current and active roster of Members.

Article VII: Liaisons

Staff and Trustee Liaison: The Staff Liaison shall be an employee of the Township recommended by the Township Administrator and appointed by the Trustees to coordinate township activities with the Committee and to provide a channel of communication between the Committee and the Trustees. The Trustee Liaison shall be a currently elected Township Trustee. Neither the Trustee Liaison nor the Staff Liaison shall have voting rights.

Article VIII: Committee Meetings

The Committee shall meet on an as needed basis but not less than three times per year with the first meeting occurring no later than February 28th of the calendar year. The Staff Liaison will be responsible for coordinating the first meeting of the year.