

# **EAST MONTPELIER RECREATION BOARD POLICIES AND PROCEDURES**

## **MISSION STATEMENT**

“The East Montpelier Recreation Board will support recreation activities and community events for all residents of the Town of East Montpelier by providing quality facilities for recreational activities and supporting quality events that enhance the community.”

## **PROGRAMMING DIRECTIVES**

1. Programs shall be open to all residents of East Montpelier meeting age/grade requirements, regardless of race, sex, or financial status.
2. Programs may include athletes/participants from surrounding communities meeting age/grade requirements, should space allow and with the prior approval of the board.
3. Programs shall follow any guidelines published in the most recent version of the Washington Central Supervisory Union (WCSU) Athletic Manual.
4. Programs shall provide a safe, positive and fun environment for participants, coaches, administrators, and family members.
5. Programs shall provide an opportunity for children of all skill levels to participate without judgement.
6. Programs shall establish participation fees necessary to cover the costs of the programs including, but not limited to uniforms, equipment and maintenance/supplies. Consideration shall be given for scholarships to cover the cost for families unable to pay the participation fee.
7. Guidelines for coaches can be found in the East Montpelier Recreation Board Athletic Policies document.

## **BOARD**

### **Function**

The functions of the East Montpelier Recreation Board are to:

1. Maintain the assets of the organization.
2. Approve and support programming directives.
3. Prepare an operating budget.
4. Maintain the recreational facilities, including the fields, buildings, parking lot and equipment. located on Vincent Flats Road, East Montpelier.
5. Create and maintain policies and procedures, subject to Selectboard approval.
6. Provide a fair, safe, healthy environment for the East Montpelier Recreation Board grounds and within all programs offered by the East Montpelier Recreation Board for members of the community.
7. Elect officers on an annual basis.

### **Oversight**

The East Montpelier Recreation Board serves the town of East Montpelier as a committee of the East Montpelier Selectboard. The Selectboard has oversight over all Recreation Board activities, including finances as well as any disciplinary action against any member of the board.

### **Membership**

All members of the board act on a volunteer basis. There shall be a minimum of five (5) and a maximum of nine (9) board members, each holding a vote. Members shall include residents of East Montpelier or people from outside the town who hold family ties to East Montpelier.

### **Youth Member**

There shall be one youth member position on the board. This position holds no voting rights and does not participate in executive session. The youth member shall serve a one-year term running from June 1 through May 31 and must be between the age of 16-18 when the term begins. After serving a full term and turning 18, the youth member may be considered for nomination as a full board member, if space exists and the board desires. The East Montpelier Recreation Board will solicit letters of interest and resumes from East Montpelier youth in the appropriate age range, due by the April meeting. Along with voting for officers at each April meeting, the Rec Board will make their appointment recommendation for the youth member and forward that to the town Selectboard.

### **Term**

Membership terms shall be for three (3) years. All board members must be appointed by the East Montpelier Selectboard. Board members serve at the pleasure of the Selectboard and may be removed without cause.

### **Vacancies**

Any person(s) interested in joining the board shall submit a letter of interest to the board chair, including name, town of residence, and statement of interest in joining the board. The applicant must be approved first by a majority vote of the board. The board-approved applicant's name will then be brought to the East Montpelier Selectboard for potential appointment. Existing board members wishing to renew their membership must submit a brief letter of interest to the board chair and request reappointment by the Selectboard.

### **Resignation**

Any board member(s) wishing to remove themselves from the board prior to the end of the three-year term shall submit a letter of resignation to the chair. Member(s) appointed by the East Montpelier Selectboard to replace a member who has resigned will complete the remainder of that member's term.

### **Meetings**

The East Montpelier Recreation Board follows the Vermont Open Meeting Law. Meetings will be held monthly, at a regularly scheduled time, and will be open to the public. Meeting agendas will be submitted to the East Montpelier town administrator at least three (3) days in advance of the meeting

date to be posted and warned to the town. Meeting minutes will be recorded and posted in a timely manner.

### **Officers**

There will be four (4) officers elected to the EMRB board – one (1) chair, one (1) vice chair, one (1) treasurer, and one (1) clerk. Responsibilities are as follows:

- Chair
  - Act as a point of contact for the community to express any issues/concerns/feedback. This information will be shared with the full board to discuss and consider action if necessary.
  - Act as the primary voice for the board in communicating any follow-up, unless delegated to another board member.
  - Establish a meeting agenda based on feedback from board and community members, in conjunction with the board clerk, and distribute it to all board members and the East Montpelier town administrator to be posted for public viewing.
  - Act as lead for all board meetings, keeping meeting on task and covering all agenda items.
  - Act in a responsible and professional manner as the lead representative of the recreation program. Be mindful and respectful of the views held by board and community members.
- Vice Chair
  - Fill in for chairperson when chairperson is not available.
  - Act as point of contact for issues or problems concerning chair.
  - Oversee continued progress of board projects.
- Treasurer
  - Oversee the operating budget and accounts for the board, in association with the Treasurer of the Town of East Montpelier.
  - Deposit funds received by the East Montpelier Recreation Board with the East Montpelier Town Treasurer.
  - Obtain majority approval from the board to make any purchases above \$250.
  - Submit, to the Treasurer or Assistant Treasurer of the Town of East Montpelier, request for payment on all items that:
    - a. have been properly approved by the majority of the board if necessary; and,
    - b. are applicable to the operations of the East Montpelier Recreation Board program.
  - Submit, to the Treasurer or Assistant Treasurer of the Town of East Montpelier, requests for reimbursements on purchases made by board members.
  - Prepare financial reports and distribute financial information at regularly scheduled meetings for the board.
  - Apply for additional funding opportunities as allowable under the Town of East Montpelier municipal status.
  - Provide all accounting records to the Town of East Montpelier at the conclusion of the fiscal year.

- Prepare budget information and funding requests to the Town of East Montpelier by December 15 each year, in preparation for Town Meeting.
- Clerk (may be filled by a non-EMRB member volunteer)
  - Work with the board chair to create meeting agendas, and ensure timely distribution of the agenda to all board members and the East Montpelier town administrator.
  - Record minutes at board meetings and prepare a typed draft version of the minutes to be sent to all board members and the East Montpelier town administrator within five (5) business days of meeting conclusion.
  - Correct draft minutes with any recommended changes and prepare final version for approval vote at next board meeting.
  - Submit approved meeting minutes to all board members and the East Montpelier town administrator.

### **Minutes**

Minutes will be recorded at each meeting by the clerk. If the clerk is not at a meeting, another member of the board will be chosen to record minutes. (See clerk duties for further information on the process for minutes.)

### **Voting**

Each member of the board holds one (1) vote. The youth member on the board is a non-voting position. All member votes carry the same weight in any decision-making. All officer positions shall be voted on annually, at the **April meeting**. A board member may nominate any member (or volunteer non-member for the position of clerk) for an officer position, to be voted on, but may not nominate themselves.

### **Purchases**

Purchases of goods and services whose sole purpose is to serve the East Montpelier Recreation Board program may be made by any board member. Purchases greater than \$250 need majority approval of the board before they can be made. If the purchase is not deemed an emergency by the board, the purchase **should** be made by the Town of East Montpelier Treasurer.

Purchases \$250 or less can be made by any board member using their personal funds. Reimbursement for those purchases is to be sought using a Reimbursement Request form, which is to be given to the East Montpelier Recreation Board for review. The reimbursement may be approved or denied by the board. If approved by the Recreation Board, the request for reimbursement is submitted to the Town of East Montpelier Treasurer to be paid, where it again is approved or denied. Any disagreements in reimbursements may be discussed during a Selectboard meeting.

### **Conflict of Interest**

The East Montpelier Recreation Board is subject to the Town of East Montpelier's conflict of interest ordinance.

## **COMMITTEES**

### **Meetings and Actions of Committees**

The East Montpelier Recreation Board, by resolution adopted by a majority of the board members, may designate one (1) or more committees to exercise all or some portion of the authority of the board for a specific task. All such committees will report to directly to at least one (1) board member. Any number of committees can be created with majority board approval based on the needs of the board. Meeting date(s) and actions of said committee(s) will be determined by the board member(s) overseeing said group.

### **Executive Committee**

An executive committee shall consist of the four board officers – chair, vice chair, treasurer, and clerk.

## **RECORDS AND REPORTS**

All records, reports, and documents pertaining to the East Montpelier Recreation Board program shall be saved in one location, accessible to all board members. The board will determine the location where these documents will be housed electronically.

## **FISCAL YEAR**

The fiscal year for EMRB shall coincide with the fiscal year for the Town of East Montpelier, July through June of each calendar year.

## **AMENDMENTS**

These policies may be amended at any regular meeting of the Board by a majority vote of the members present, provided previous notice of the nature of any proposed changes shall have been given at least one regular meeting before the action thereon shall be taken. Amendments are subject to the approval of the Selectboard. The policies shall be automatically amended by any future ordinances and policies adopted by the Town of East Montpelier Selectboard dealing with matters relating to or applicable to the Recreation Board.