

Recreation Committee

1. Purpose: The Recreation Committee is responsible advising the Recreation Director concerning the care and management of the town's recreational programs and facilities.
2. Background: The Committee was established to insure high quality Recreation programs in the Town of Williston.
3. Membership: There shall be not less than seven or more than eleven members appointed by the Selectboard for staggered term of three years. All members shall be residents of the Town of Williston.
4. Charge: The Recreation Committee shall have the duties and responsibilities as listed below, which may be revised or amended from time to time by the Selectboard. The Town Manager retains authority over administrative matters relating to the Recreation Department and the Selectboard retains authority on policy issues.
 - 4.1. Serve an advisory function on policies and programs relating to the Town recreational programs and active recreational parks;
 - 4.2. Assess satisfaction with active recreational programs and facilities;
 - 4.3. Assess the needs of the community for active recreational programs and facilities;
 - 4.4. Develop recommendations on facilities needed to address needs;
 - 4.5. Seek to maximize the use of both public and private efforts in developing a well-rounded and functional recreational programs and facilities;
 - 4.6. Assist in developing guidelines, policies and/or regulations for the use of playgrounds and recreational facilities and for recreational programs;
 - 4.7. Review capital budget and operating budget proposal each year and advise Director on funding priorities. This should include assisting the Recreation Director in developing a five-year Recreational Plan;
 - 4.8. Assist with the recruitment and coordination of volunteer coaches, program coordinator's, instructors and related volunteer functions;
 - 4.9. Assist Recreation Director in maintaining communication with organizations such as the Little League in order to establish consistent policies and cooperation among the groups; and
 - 4.10. Submit an annual report to Selectboard by December 30th of each year.
5. Officers: Officers of the Williston Recreation Committee shall consist of a chairperson, vice-chairperson, and a secretary selected annually by a majority vote of the committee. This vote will take place at the first meeting after the start of the fiscal year (July 1st).
 - 5.1. Chairperson - It will be the duty of the Chairperson to reside at all meetings of the committee, to sign such official papers as may be required, to appoint committees and to call special meetings of the committee when needed. The Recreation Director will prepare an agenda in consultation with the Chairperson for distribution to the committee members prior to each meeting.
 - 5.2. Vice Chairperson - The vice-chairperson will perform the duties of the chairperson in the latter's absence.

- 5.3. Secretary – The Secretary will keep an accurate record of the proceedings of the committee and take notes at each meeting of the Committee. Agendas and minutes will be prepared in accordance with state law with assistance from the Recreation Director and provided to the Town Clerk for filing.
6. Sub-Committees - The Recreation Committee may form and appoint Sub-Committees on an as-needed basis.

Williston Selectboard

Terry Macaig

Jeff Fehrs

Chris Roy

Debbie Ingram

Jay Michaud

Adopted: April 7, 2014