

FLUVANNA COUNTY PARKS AND RECREATION ADVISORY BOARD MEMBER

- Position Title: Advisory Board Member
- Selection: Appointments made by the Director of Parks and Recreation, the Recreation Advisory Board and Fluvanna County Board of Supervisors.
- Accountable to: The Fluvanna County Board of Supervisors.
- Function: To advise the Director of Parks and Recreation and the Board of Supervisors on the planning and development of a comprehensive system of parks and recreation services for the benefit of the citizens of Fluvanna County. To serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the County.
- 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 will be held throughout the year.
- Responsibilities:
- 1) To attend meetings regularly or notify the Chairman or Department Director in advance. (Two consecutive meetings missed which are unexcused may result in loss of appointment.)
 - 2) To adequately review information and prepare for all meetings.
 - 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 Supervisors on potential problem areas or concerns for parks and recreation activity within the area in which you represent.
 - 5) To suggest policies to the Parks and Recreation Director and the Board of Supervisors.
 - 6) To consult and advise the Parks and Recreation Director and the Board of Supervisors 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.