



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

<http://www.town.orleans.ma.us>

SELECT BOARD

TOWN
ADMINISTRATOR

RECREATION ADVISORY COMMITTEE CHARGE

A Recreation Advisory Committee consisting of seven (7) members and two (2) associates shall be appointed by the Board of Selectmen for three-year overlapping terms. The Recreation Director will serve as an ex-officio member.

It is anticipated that the Recreation Program will have significant growth over the next few years. This Committee charge will require updating to reflect this growth.

The Committee will advise the Select Board and Town Administrator on ways to improve and/or expand recreational programming, facilities, and resources for all interests, abilities, and age groups in the Town of Orleans. This will include a regular review of all Town policies related to the Recreation program.

The Committee will receive regular reports from Town staff of all Recreation Department activities. Explanation and analysis of these reports will be provided by the Recreation Director at Committee meetings. The reports will, at a minimum, include:

- Monthly and YTD financial accounting
- Summary of YTD completed programming activities including participation counts
- Year-to-year comparisons of programs and participation for use to identify trends and unmet demand for additional/expanded programs
- A calendar of programming activities planned for the future sufficiently in advance for changes to be made to any upcoming scheduling
- All feedback received or solicited from Orleans citizens regarding the Recreation program
- All completed and planned events relating to the Recreation Program

The Committee Chair will attend the regular Select Board meeting at least twice a year to report on Committee work and plans. Through the Chair, the Committee may communicate advice, concerns, and requests to the Select Board as needed.

All communications with the Select Board and Town staff, outside of regularly scheduled meetings, will go through the Town Administrator's Office or the Select Board liaison. The Committee will not involve itself with the administration of the Recreation Department.

Specifically, the Committee will support and advise the Select Board, the Town Administrator, and the Recreation Director to:

- Identify ways to improve outreach and communications with the community regarding the Town's recreation programs, events, and opportunities;

- Receive and review a summary report of Recreation programming to identify unmet Town demand for new or expanded programs as well as programming that is under subscribed. Recommend appropriate program changes to the Recreation Director and the Select Board at the completion of each Recreation 'semester';
- Support development of a website calendar that contains all scheduled Recreation programs and activities for all age groups for the next 12 months;
- Maintain a collaborative working relationship with the Recreation Director;
- Develop plans for new recreation facilities for CPC funding applications;
- Foster use of Town and School facilities for Recreation programs;
- Use surveys and other strategies to solicit ideas and feedback regarding existing or proposed recreational policies, programs, facilities and opportunities;
- Study local and national trends in recreation programming, opportunities, facilities and utilization of natural resources, evaluating them in light of Orleans' demographic, financial, environmental and seasonal characteristics;
- Support and monitor opportunities for collaboration on recreational strategies, programs and facilities with other town committees, schools, and neighboring towns;
- Explore the possibilities for new or enhanced recreation programs, opportunities or facilities on Town property;
- Make recommendations for Recreation budget priorities to the Select Board by September 15 of each year;
- Recommend, as necessary, member(s) of the Committee to serve as representative(s) on various Town committees that require input on recreational matters.
- provide input for the Recreation section of CROS report when needed.
- contribute to the Town effort to plan for a future community center(s).

The Committee shall meet at least monthly and conduct their meetings in accordance with the Open Meeting Law and submit approved minutes to the Town Clerk's Office within thirty (30) days of each meeting.

Date Approved: May 15, 2019
 Date Revised: August 28, 2019
 Date Revised: June 15, 2022