

LIBERTY TOWNSHIP PARKS COMMITTEE
Articles of Purpose

Adopted – January 1, 2007
Amended – February 14, 2012
Amended – November 18, 2014

Article I: Purpose of Committee. The Committee shall act as an advisory body to the Trustees regarding matters concerning the development, planning and use of the parks and recreational 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 limited authority as the Trustees duly grant by resolution in 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 and 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. The Committee shall assist in the coordination of efforts for other community groups and volunteers when such efforts are in line with the designated purposes of the Committee.

Article IV: Membership of Committee.

- (a) The Committee shall consist of a minimum of five (5) with a maximum of eleven (11) Members, each of whom must be a resident of the Township. The Township shall also appoint one employee of the Township to serve as the Liaison between the Committee and the Trustees.
- (b) 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. The Trustees, in their sole discretion, shall decide whether a person is appointed as a Member of the Committee.
- (c) 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;
 - 3) The Trustees remove the Member from the Committee; or
 - 4) The expiration of the Member's current Term.

Article V: Class of Members; Term of Members; Attendance. The Members shall be divided into two classes. Each class shall contain at least two (2), but no more than six (6) Members and have a two-year Term. The Term of each class shall be staggered such that only one class of Members shall have their Term expire in any given year. Terms will end on December 31st. The Secretary shall be responsible for maintaining the roster of Members, the class of each member, and the expiration of each member's Term. If the Member is appointed to the Committee in the middle of the Term for his or her respective class, the Member shall

initially serve the remainder of the Term applicable to such class. There is no limit to the number of Terms which a Member may serve. Members must attend two-thirds ($\frac{2}{3}$) of the regularly scheduled meetings to remain a Member in good standing; otherwise they will be reviewed by the Officers of Committee for recommendation of discipline, up to and including removal of the individual from the Committee. The Trustees, in their sole discretion, shall make the final disciplinary decision.

Article VI: Officers of Committee; Liaison. The Committee shall elect one of its Members to the offices of President, Vice President, Secretary and Treasurer. The election shall occur in either November or December of each calendar year with such elected Member to take office in January of the following 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. The Trustees shall appoint a Liaison to the Committee.

- (a) **President** – The President shall be responsible for presiding over meetings of the Committee and coordinating the activities of the Committee. The President shall be responsible for reporting to the Trustees on the activities of the Committee 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.
- (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 a current and active roster of Members.
- (d) **Treasurer** – The Treasurer shall 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 Fiscal Office to deposit monies into the Liberty Township Charitable Fund – Parks Account at the Community Foundation of West Chester / Liberty.
- (e) **Liaison** – The Liaison shall be an employee of the Township 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 Liaison does not have voting rights.

Article VII: Subcommittees; Subcommittee Meetings. The Committee may create subcommittees as needed to further the purposes of the Committee. A subcommittee may hold meetings independent and separate from the meetings of the Committee. While any such subcommittee shall keep the Committee informed of its actions and shall consult the Committee before major decisions, a subcommittee shall operate independent of the oversight of the Committee.

Article VIII: Committee Meetings. The Committee shall meet once a month for at least ten (10) months of the year.