

Lanesborough Recreation Committee Guidelines

A. AUTHORITY

1. The Lanesborough Recreation Committee shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Committee shall schedule, supervise, and coordinate activities of the Recreation Department for the town youths and other citizens.
 - b. The Committee shall manage the Town's recreation programs within the budget annually allocated by the town.
 - c. The Committee shall interface with the Laston Field Park Committee, the SU71 elementary schools, Hancock Elementary School, the town DPW, and other organizations as required to perform its function.
 - d. Any funds raised by the committee to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - e. Additional ad hoc powers and duties may be requested from the Board of Selectmen and will be delegated in writing by the BOS.

B. MEMBERSHIP

1. The Lanesborough Recreation Committee shall consist of seven (7) members appointed for three (3) years in staggered terms.
2. The Lanesborough Recreation Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Committee shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Committee's records of attendance, date, agenda proceedings, motions, and conduct all correspondence required by the Committee; meeting Minutes will also be filed with the Town Clerk after committee approval. The Secretary will also maintain any necessary files and records of the committee.
5. When a member voluntarily vacates his/her position in the Committee, the following procedures shall be followed:
 - a. The Lanesborough Recreation Committee will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Lanesborough Recreation Committee and brought before the Board of Selectmen for an interview.
 - c. Should a Committee member have more than six (6) absences within a consecutive 12 month period without cause, the Committee Chair shall notify the Town Clerk, who shall mail a notice to the Committee member stating that said member is considered to have vacated the committee position.

C. MEETINGS

1. The Lanesborough Recreation Committee shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Lanesborough Recreation Committee shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Recreation Committee members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Lanesborough Recreation Committee shall follow Open Meeting laws.
4. The presence of four (4) members shall constitute a quorum. Endorsement of a motion requires a vote of at least four (4) members.