

Orange Community Education & Recreation
COMMISSION MEMBER DUTIES & RESPONSIBILITIES

General Responsibilities of All Members

1. To represent the greater Orange school district communities to the best of their ability.
2. To attend all meetings or notify the Chairperson or Director of absence.
3. To accept a position on a committee or perform an assigned task depending on availability, interest and expertise.
4. Periodically participate and attend the activities of the Department in order to obtain a better understanding of the Department's operation and array of services.
5. To enthusiastically support the efforts of all to enhance the quality of life within the greater Orange community.
6. To collectively serve the community education and recreational needs of all residents.

Duties of the Chairperson

1. Commission Officers
Each spring will initiate the process of electing officers to serve for the following year.
2. Meetings
Will plan and conduct all regular Commission meetings with the support of the Director.
3. Representation
 - a. Will present to the Board of Education every April an annual report of the activities of the Commission and Department. The Director and the Board's Commission representative will be a part of this presentation.
 - b. Will represent the Commission at other public-civic functions that are periodically scheduled that call for his/her appearance.
4. Finance
To serve on the Commission's finance/budget committee.
5. Advisory Role
To serve the Director and Superintendent of Schools as an advisor on matters concerning the Department.
6. Evaluation
Each December meet with the Director and the Superintendent of Schools about the evaluation of the Director and the Department.
7. Goals & Objectives
Each May develop goals and objectives for next year with the help of the Director and Commission members.
8. Management Calendar
Each May work with the Director to design the Commission management calendar for the upcoming year.
9. Committee Membership
Each November appoint and announce the specific committee assignment(s) each Commission member will pursue for the next calendar year.
10. Committees
Monitor and reinforce the activity of all committees.

Duties of the Vice Chairperson

1. Membership Committee
Will serve as the Commission's representative in the process of filling all Commission vacancies.

2. Levy Campaign
To serve as chairperson or co-chair of the five-year levy campaign.
3. Chairperson Absence
To conduct all business and meetings in the absence of the chair.
4. Finance
To serve on the finance/budget committee.

Duties of the Finance Chairperson

1. Chairperson
To serve as the chair of the finance committee.
2. Reporting
To work closely with the director in interpreting and presenting monthly fiscal progress reports and analysis to the Commission.
3. Projection
For each levy plan, work with director to develop a five-year projection of the financial needs of the Department.
4. Budget Preparation
Work with the director in reviewing the yearly budget prior to submission to Superintendent, Treasurer and Board of Education.

Duties of Governmental Representatives

1. Mayoral Liaison
To meet each September with their respective mayors relative to their needs and desires for the community service needs of their residents.
2. Council Reporting
To present an annual report to their respective councils each April.
3. Levy Campaign
For each five-year levy develop with the levy committee a marketing campaign to promote the levy in this respective community.
4. Representation
To report the needs and desires of their community to the Commission at each meeting of the Commission.

Duties of At Large Representatives

At large representatives and interested governmental representatives will be assigned to represent and advise professional staff in various key program and operational areas, including senior adults, early childhood, youth, community sports, special events, finance, etc.

1. Advisor: To serve as an advisor to the respective supervisor of the designated program area and to the Commission.
2. Advisory Council: To serve as a member of the respective program area's advisory council.
3. Reporting:
 - a. To prepare and present with their program supervisor an annual report to the Commission
 - b. To present a monthly update to the Commission relative to the activities of each program area.
4. Representation: To represent Commission at various community functions as requested.
5. Serve on the 5-year Community Education & Recreation levy campaign and strategy team as required.