

# BEAUTIFICATION ADVISORY COMMITTEE

## **JOB DESCRIPTIONS**

The following information is provided in order to help potential members of the BAC understand what responsibilities are expected.

### **GENERAL MEMBER**

An individual is expected to:

- Attend monthly meetings plus extra meetings, as required.
- Assume various assignments for research, investigation, and provide concise reports.
- Participate actively in Committee discussions.
- Show concern about material items in public areas such as benches, light poles, etc.
- Spend the time and effort to be certain of facts, and be able to recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the BAC position in front of City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of personal opinion.
- Serve as extra "eyes" to help the Director of Parks and Recreation identify potential problems.
- Believe in the importance of the Mission Statement of the BAC and proactively to support it.

# **OFFICERS**

## **CHAIRMAN**

In addition to the requirements for General Members, the Chairman must:

- Attend various meetings, including budget hearings, council workshops, and the like.
- Preside at Arbor Day celebrations.
- Work closely with the Administrative Assistant when Minutes are being created.
- Write various letters of appeal, request, argument, award, and appreciation, as appropriate.
- Arrange for the delivery of necessary flowers for pertinent occasions, and collect reimbursement funds from BAC members.
- Meet with the Director of Parks and Recreation prior to each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.
- Conduct all meetings under the format of Robert's Rules of Order. In following that format, the Chairman must make every effort to conduct issue discussions so that a positive remark is followed by a negative remark. Likewise, the Chairman must make certain that no individual member controls an issue or an entire meeting.
- Make every effort to refrain from issuing an opinion until all members have been heard.

## **VICE-CHAIRMAN**

In addition to the requirements for General Members, the Vice Chairman must:

- Conduct all duties of the Chairman when the Chairman is unable to do so.
- Make every effort to attend the meeting with the Director of Parks and Recreation prior to each monthly meeting.
- Withhold any opinions until all members have had an opportunity to be heard.