

## **Advisory Committee Mission Statement**

To support and strengthen operation of the Activity & Recreation Center (ARC) while serving as an advocate for the needs of area Senior Citizens.

## **Advisory Committee Responsibilities**

Advisory Committee Members are volunteers who provide different skills, ideas, and life experiences that help keep ARC connected to the Senior Community.

The Committee Members responsibilities include:

- Reviewing, evaluating, and researching matters of significance identified by the Township Supervisor, Township Trustees, ARC Management Team, Advisory Committee Members and/or Members of ARC.
- Assist the ARC Management Team with identifying local resources willing to provide goods and services needed to strengthen operations. This includes - volunteers, donations (financial, equipment, product, etc), fundraising initiatives, and special events.
- Assist the Director of Operations with the development of policies and procedures.
- Assist the Director of Programs with the identification, review and development of activities.

## **Advisory Committee Structure**

### Members

The ARC - Advisory Committee shall be made up of nine ( 9 ) voting members. Seven ( 7 ) who are appointed by the Trustees of Normal Township and two ( 2 ) appointed by the Trustees of City of Bloomington Township. Terms of the voting members of the Advisory Committee shall be three ( 3 ) years with a limit of ( 2 ) consecutive terms.

There will be four ( 4 ) ex-official non-voting members of the Advisory Committee: Normal Township Supervisor, City of Bloomington Township Supervisor, ARC Director of Operations or a designated representative, and an appointed Secretary.

### Member Vacancies

Any vacancies on the Advisory Committee shall be filled by the appropriate Township Supervisor and Board of Trustees. Individuals selected to fill a vacancy for a voting member will be asked to complete the time remaining on the term of the individual they replaced.

## Chairperson & Vice-Chairperson

The Advisory Committee shall elect a Chairperson who will preside over the meetings of the Advisory Committee and conduct the meetings under Robert's Rules of order. The Chairperson shall hold that position for one ( 1 ) year with a limit of two ( 2 ) consecutive terms. The advisory Committee shall elect a Vice –Chairperson who will act as the Chairperson when necessary. The Vice-Chairperson shall hold that position for one ( 1 ) year with a limit of two ( 2 ) consecutive terms.

The Chairperson or Designated Representative shall:

- Present Advisory Committee recommendations to the Township Supervisors and/or Township Trustees for final review and authorization.
- Work with the ARC Director of Operations and Township Supervisors to establish and publish an Agenda for the Advisory Committee meetings.

Note – Once approved, the Agenda will be posted on the ARC website.

- Appoint members to committees and sub-committees to fulfill the mission and responsibilities of the Advisory Committee.

## Meetings

Advisory Committee meetings shall be held on the first Thursday of each month. Additional meetings may be called when necessary.

All meetings of the Advisory Committee shall be open to the public.

Minutes of the Advisory Committee Meetings shall be taken by the Secretary and be distributed to Committee Members via e-mail. Committee members will vote to approve or amend the minutes at the next monthly meeting. Once approved, the minutes will be made available in the ARC Facility and posted on the ARC website.