

City of Auburn, Maine

"Maine's City of Opportunity"

Public Services Department



City of Auburn Recreation & Special Events Advisory Board Member

Position Title: Advisory Board Member

Selection: Appointments made by City Council and/or Mayor

Term: 2 Years from date of appointment

Accountable to: Auburn City Council

Membership: 1 Councillor, 6 Public Members, & 2 Alternates

Function

To advise the Recreation Director and the City Council on the planning and development of a comprehensive system of recreation services for the benefit of the citizens of the City of Auburn and visitors. To serve as a liaison between the Recreation Director, the City Council and the citizens of Auburn.

Responsibilities

1. To attend meetings regularly or notify the Chairman or Recreation Director in advance of absence. (Two consecutive meetings missed which are unexcused may result in loss of appointment.)
2. To adequately review information and prepare for all meetings.
3. Commit to teamwork among the Advisory Board, the Recreation Division and the City Council.
4. To consult and offer advice to the City Council on potential problem areas or concerns for recreation and special events activity within the area which of representation.
5. To suggest policies to the Recreation Director and the City Council.
6. To consult the Recreation Director and City Council in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of properties relating to the total community recreation and its long range projected program for recreation.
7. To participate in a minimum of two (2) special events/programs each calendar year to learn how events are run, what tasks staff members perform during events, to greet the public and to provide support wherever needed. Dates/times will be provided in advance and event attendance is based on Advisory Board Member availability.

Time Commitment

Advisory Board meetings are to be held on the second Wednesday of each month at 6:30PM at the Hasty Community Center. Meetings normally take 1-1/2 – 2 hours. Various special committee meetings may be held throughout the year.

Qualifications

Potential Board Members should have general interest in development of recreation resources and facilities of the community – though no technical expertise is necessary. Members should also have the ability to take a broad view of the needs of the community as a whole. Above all, potential members need to possess time, a flexible schedule and willingness to be an engaged and active member.

Desired Skill Sets/Backgrounds

1. Recreation Professionals
2. Facilitators of local special events
3. Engineers
4. Attorneys
5. Athletic Directors
6. Fundraising/Grant Writers
7. Economic Development Professionals
8. Local Business Owners
9. Law Enforcement Officials
10. Land Use/Planning Professionals