

Park and Recreation Advisory Committee
Town of Pierceton, Indiana
Role Distribution & Responsibilities

I. Purpose

The Park and Recreation Advisory Board (“the Board”) is established by the Town of Pierceton Town Council to advise the Town Council on matters related to park improvement, recreational programming, community engagement, and special events.

The Board shall develop, evaluate, and formally submit recommendations for consideration and vote by the Town Council. The Board serves in an advisory capacity only and shall not exercise legislative or executive authority unless expressly delegated by the Town Council.

II. Board Officers

1. Chairperson

Duties:

- Preside over all Board meetings in compliance with Indiana Open Door Law
- Approve meeting agendas in coordination with any assigned Town staff liaison
- Appoint committee members and committee chairs, subject to Board approval
- Serve as the primary liaison and spokesperson to the Town Council
- Ensure recommendations are prepared for formal submission to the Town Council

2. Vice Chairperson

Duties:

- Perform the duties of the Chairperson in their absence
- Assist with oversight of committee activities
- Support coordination among committees
- Ensure continuity of Board operations and ongoing initiatives

3. Secretary

Duties:

- Record and maintain official meeting minutes
- Ensure compliance with public records and retention requirements
- Maintain documentation of Board recommendations, votes, and reports
- Coordinate distribution of meeting agendas and materials

III. Standing Committees

4. Parks Planning & Infrastructure Committee

Scope of Responsibility:

- Evaluate park facilities, amenities, and maintenance needs within the Town of Pierceton
- Develop recommendations for capital improvements and renovations
- Review accessibility, safety, and environmental considerations
- Prepare written proposals with justification and anticipated community impact

5. Recreation Programs & Events Committee

Scope of Responsibility:

- Develop proposals for recreational programs and community events
- Recommend seasonal and annual programming calendars
- Coordinate planning timelines and staffing or volunteer needs
- Evaluate participation levels and program effectiveness

6. Community Engagement & Partnerships Committee

Scope of Responsibility:

- Solicit public input through surveys, public meetings, and outreach activities
- Identify community needs and underserved populations
- Establish partnerships with schools, nonprofits, civic groups, and local businesses
- Promote inclusive participation in parks and recreation initiatives

7. Budget & Finance Advisory Committee

Scope of Responsibility:

- Review the financial feasibility of proposed projects and events
- Identify potential grants, sponsorships, and alternative funding sources
- Provide non-binding fiscal recommendations to the Town Council
- Ensure proposals align with Town-approved budgets and fiscal policies

8. Research, Policy & Best Practices Committee

Scope of Responsibility:

- Research best practices in parks and recreation from comparable communities
- Review policy considerations related to proposed initiatives
- Evaluate sustainability, environmental stewardship, and long-term impacts
- Provide data and analysis supporting Board recommendations

IV. Special Roles

9. Event Coordination & Risk Review Officer

Duties:

- Review event logistics for feasibility, safety, and compliance
- Ensure alignment with Town ordinances and applicable regulations
- Coordinate with Town departments and emergency services as appropriate
- Identify and recommend risk mitigation strategies for Board-supported events

10. Evaluation & Reporting Officer

Duties:

- Track outcomes of Town Council-approved projects and programs
- Review attendance data and community feedback
- Prepare post-implementation reports for the Board and Town Council
- Recommend improvements for future park and recreation initiatives

V. Board Workflow

PARK AND RECREATION ADVISORY COMMITTEE

1. Idea Submission – Proposals may originate from Board committees, Town staff, or public input
2. Committee Review – Assigned committee evaluates feasibility, cost, and impact
3. Board Discussion – Proposal is presented during a public Board meeting
4. Formal Recommendation – Board votes to recommend, revise, or reject
5. Town Council Action – Final approval rests with the Town Council
6. Implementation Oversight – Board monitors progress and outcomes as requested

VI. Applicability

This structure applies to:

- A Town-appointed Park and Recreation Advisory Board
- Recognized volunteer advisory groups operating under Town authority

Roles and committees may be combined or expanded based on Board size, available volunteers, and direction from the Town Council.

Adopted this ____ day of _____, 2026 by the Town Council of Pierceton, Indiana.

Glenn Hall, President

Matthew Brubaker, Vice-President

Chauncey Smith, Member

Attest:

Myra Mast, Clerk-Treasurer