

City of Fircrest, Washington
Community Center Advisory Committee
3/1/08 (Final)

FIRCREST COMMUNITY CENTER ADVISORY COMMITTEE

Job Description

Purpose: The Fircrest Community Center Advisory Committee (CCAC) is created by the Fircrest City Council and exists to focus community attention and resources on enhancing the programs, services and value of the Community Center and to advise and make recommendations to the Fircrest City Council on matters pertaining to the Community Center. The CCAC is a volunteer organization appointed by the City Council. The singular focus of the CCAC is to enhance the services at the Center and to make the Center the “jewel of the community” and the center of community recreation and social life. The Committee is expected to recommend new programs, evaluate programs, seek donations and recruit volunteers for community based projects to clean up and fix up the Center and Fircrest Park. The Committee is advisory only and is supported by staff of the Center. The Recreation Director is the lead staff person assisting the Committee. The Committee is expected to meet openly, involve others in their work and encourage dialogue and discussion that leads to enhanced and high quality programs for all ages at the Center.

The goal is to make the Community Center the center of all community recreation and social activities. The Committee shall also review and finalize recommendations to the City Council regarding vision and mission as well as on any other matter referred to it by the City Council.

It is the job of the CCAC to prepare and make recommendations to the City Council when appropriate and necessary. The City Council has the responsibility to set policy and make final decisions.

Organization: The Committee shall select its own chair, vice chair, secretary and other officers as deemed necessary to carry out the charge. The CCAC shall have three standing working sub-committees. Sub-committees may utilize volunteers from the community to assist them in carrying out their duties.

1. Program Sub-Committee:

This sub-committee works directly with Center staff to plan, evaluate and recommend new programs to serve the needs of the community. The sub-committee measures community need and engages the community in the process of program planning.

2. Fund Raising Sub-Committee:

This Sub-Committee is charged with raising funds to enhance programs and the facility. Writing grants, seeking donations and conducting community-based activities that raise funds to support the Center is the major thrust of this sub-committee. Community dinners, breakfasts, car washes, work days, special events, dances and other strategies are examples of activities the sub-committee can utilize in fund raising.

3. Volunteer Recruitment and Projects:

This Sub-Committee aggressively recruits and trains volunteers to assist in programs and services as well as to provide volunteer labor for Center and Park improvements. Community Center clean up days, painting the Senior Room, coaches clinics, planting flowers etc., are examples of the work of this sub-committee.

Committee Make-Up: All Committee members shall be appointed by the City Council. The Committee shall be made up of Fircrest citizens and non-residents representing a broad cross section of the community and interests. Care shall be exercised to ensure that youth, adults, seniors, families, businesses, special interests, service clubs and others are represented. Non-residents may be appointed but a majority of CCAC members must be Fircrest residents. The City Council liaison to Parks and Recreation and members of the City Council may attend meetings and fully participate in the meetings of the CCAC from time to time.

Committee Assignments: Each member of the Committee shall be expected to work on at least one of the three Sub-Committees.

Involving Other Citizens: All Sub-Committees are expected to recruit and add additional members from the community and there shall be no limit to the size of the Sub-Committees. The CCAC shall foster open, direct and courteous dialogue and discussion while stimulating new ideas, leadership and volunteers. The Committee should sift through the many ideas and new program concepts in working with staff to determine the best possible programs for the community.

Committee Meetings: The full Committee shall meet monthly and Sub-Committees shall meet as needed.

Length of Service: Appointed members shall serve as appointed by the City Council and generally no more than six consecutive years. Members who have more than three unexcused absences shall automatically be removed from the Committee. At the organizational meeting of the CCAC, appointed members shall draw for one, two and three year terms.

Staff Support: The Recreation Director and Recreation Coordinator shall provide staff support to the Committee and its Sub-Committees.

Examples of Tasks to be undertaken by the Committee:

1. Recommend final vision and mission statement to the City Council for adoption.
2. Make recommendations to staff in planning and evaluating recreation activities.
3. Make recommendations to staff on evaluating, improving or eliminating programs.
4. Assist in communicating information about the Community Center to the broader community and others.
5. Respond to any requests made of the Committee by the City Council.
6. Organize community volunteer based work party to plant flowers to beautify the Center grounds.
7. Assist staff Plan and conduct an annual celebration and honor for community volunteers.
8. Assist staff in taking program registrations.
9. Make recommendations to staff to enhance and improve the program brochures.
10. Listen to all sides of an issue and make sure everyone is heard.
11. Conduct an annual survey of recreation needs.
12. Make recommendations to the City Council dealing with any improvements or additions to the Community Center or Fircrest Park to enhance recreation programs.
13. Other tasks as may be assigned over time.

How the Advisory Committee will be evaluated:

- 1. By the increase in the number of quality programs and increased attendance.**
- 2. By the level of community energy and knowledge of Center activities and services.**
- 3. By the number of volunteers and hours.**
- 4. By community satisfaction.**
- 5. The community recognizes the Center as the “jewel” of the community.**