

## ***Fircrest Pool, Community Center and Parks Steering Committee Charter***

**Project Name: Fircrest Pool, Community Center, and Parks Steering Committee**

**Prepared By: City of Fircrest**

**Date: 3-27-18**

### **A Purpose of the Steering Committee**

#### **Primary Functions**

The primary function of the Fircrest Pool, Community Center, and Parks Steering Committee is to guide the project scope and design, help make the business case for the projects, and help with public education. The Steering Committee will monitor and review project status, as well as provide oversight of the deliverables.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure business objectives are being adequately addressed and the projects remain under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the projects at regular Steering Committee meetings;
- Providing assistance to the projects when required;
- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the requirements of the City Council and any key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach; and
- Presentation of project deliverables to the City Council to take official action.

#### **Recommendation/Advisory Responsibilities**

The Steering Committee is responsible for providing recommendations for City Council approval as well as advising the City Council on the project generally. These responsibilities may include:

- Prioritization of project objectives and outcomes;
- Vetting deliverables as identified in the project scope;
- Budget, ensuring that effort, expenditures and changes are appropriate to stakeholder expectations; and
- Bring necessary recommendations for the project to the City Council for official action.

**B Steering Committee**

**Membership**

The Steering Committee may consist of, but will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
Brett Wittner, Fircrest City Council	Committee Chair
Scott Pingel, City of Fircrest	Project Supervisor
Jeff Grover, City of Fircrest	Project Manager
Soccer Club	Member
Swim Team	Member
Swim Lesson Participants	Member
Tennis Players	Member
Men’s Baseball Players	Member
Men’s Basketball Players	Member
Immediate Neighbors	Member
Youth Coaches	Member
Senior Card Players	Member
Table Tennis Players	Member
Open Gym Players	Member
After School Youth	Member
Tot Lot/Toddler Gym Parents	Member
Instructors	Member
Resident Facility Renters	Member
Kiwanis	Member
Rotary	Member
	Resident
	Resident
	Resident
	Resident
	Resident
	Resident

There will be no limit to the number of resident members that may be appointed to the Committee. Additional Committee members will be identified by the Mayor and City Council. City of Fircrest staff (Project Supervisor and Project Manager) will provide staff support and guidance to the Committee.

### **Role of a Steering Committee member**

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations that have a stake in the operations and programming of the Fircrest Pool, Community Center and Parks. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the projects for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued; and
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the projects;
- Ensure the projects' outputs meet the requirements of the key stakeholders and City Council;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the projects' outputs;
- Consider ideas and issues raised;
- Foster positive communication outside of the Team regarding the projects' progress and outcomes; and
- Report on project progress to the City Council and Fircrest residents.

## **C Steering Committee Meetings**

### **Meeting Schedule and Process**

The Committee will meet monthly or as required to keep track of issues and the progress of the project.

The Committee Chair facilitates the Steering Committee meetings. The Committee will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion, and voting.

The Committee may make decisions regarding the need for additional committee organization such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and public.