

DIVISION OF PARKS AND RECREATION

February 3, 1992

STAFF DIRECTIVE 92-2

TO: Administrative Staff
 Section Chiefs
 Park Superintendents
 District Superintendents

FROM: Philip K. McKnelly, Director

SUBJECT: State park Advisory Committee Operating Procedures

Attached is a copy of the State Park Advisory Committee Operating Procedures to be included in your Staff Directive binder. These procedures will be distributed to the advisory committee members and implemented at the orientation meeting of your advisory committees.

A sufficient number of copies will be distributed to each park by the Operations Secretary.

PKM/jas

STATE PARK ADVISORY COMMITTEE

Operating Procedures

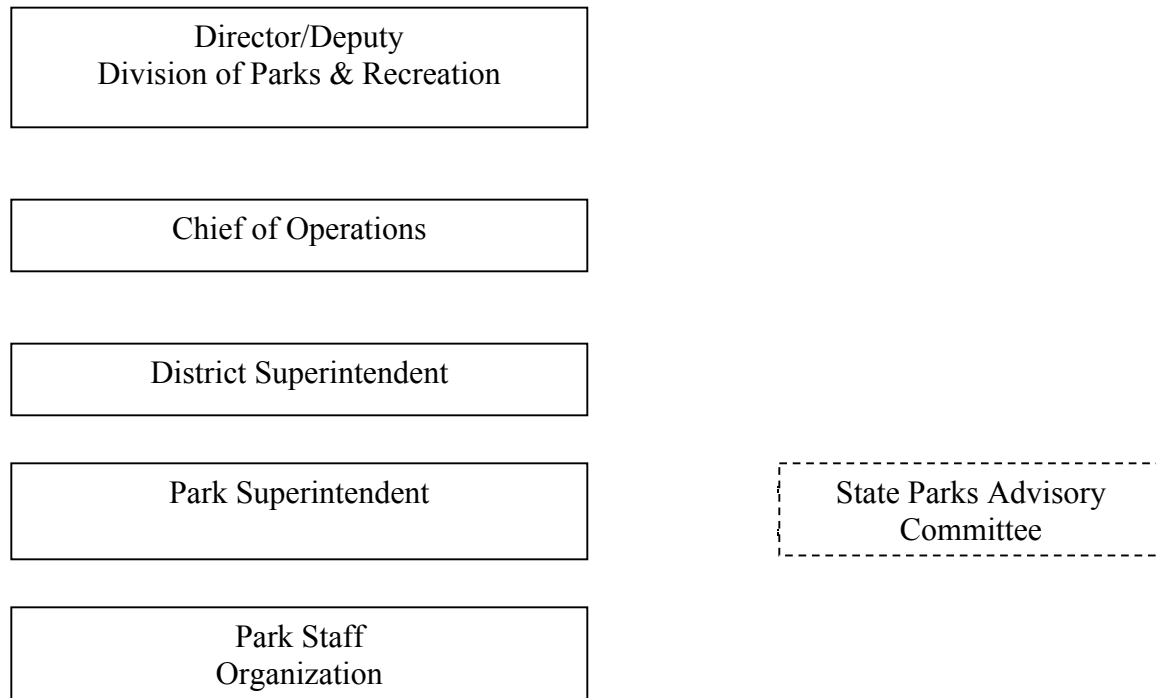
A State Park Advisory Committee is a group of citizens with particular interests and abilities related to promoting the protection, development, and use of a state park. The numbers communicate the needs of the park to the community and region while representing the interests of the park's visitors and neighbors to park managers. As such, the committee is essentially a forum for discussion and a vehicle for communication and promotion of park needs.

Membership on the State Park Advisory Committee will generally consist of seven members appointed by the Director of Parks and Recreation to staggered terms of three years. To the extent possible, members selected will represent the interests of local government, user groups, education, business, conservation groups, senior citizens, and other park and recreation agencies.

A State Park Advisory Committee has no final authority or responsibility for policy making or administrative control. As the name implies, an advisory committee acts only in an advisory manner to the Park Superintendent and division management. Though an advisory committee has no legal authority, it serves important functions in the interpretation of the park's programs, facilities, services, and in studies and advocacy that help protect resources and enhance visitor services.

Advisory committees are most useful when their function and responsibility is clearly understood and practiced. The committee should understand that they have no established legal status or authority, but are vitally important as liaison for improving the quality of life and leisure opportunities for their community, region and state.

Organizational Chart of the State Park Advisory Committee



STATE PARK ADVISORY COMMITTEE FUNCTIONS

The primary function of an advisory committee is to advise and make recommendations to the Park Superintendent and Division Director.

Some of the basic functions of the State Park Advisory Committee are as follows:

1. To investigate and determine the needs and interests of the community for recreation programs and facilities and make recommendations to meet those needs in keeping with the mission of the park and park system.
2. To inform and interpret the needs of the general public to the superintendent.
3. To recommend and help secure a comprehensive master plan and other pertinent studies for the park for the planning, acquisition, development, and management of natural resources, facilities and recreation programs.
4. To recommend and advise on the acceptance of any grant, gift, contribution, or donation made available to the park.
5. To serve as a forum in introducing innovative and new ideas, concepts, programs, policies and procedures.
6. To generally work toward a favorable public opinion of, and support for, state park resources and services through community, regional, and state groups.
7. To assist in matters relating to maintaining the highest standards of professional park and recreation leadership and in the quality of the programs offered by the park.
8. To assist the park in developing cooperative arrangements with other organizations and private groups. This function will assist in providing new and innovative resource protection, strategies and programs for the citizens and visitors to the region.
9. To assist the park in recruiting volunteer staff to work with park programs and activities.
10. To assist the park in evaluating programs and activities.
11. To assist the park in developing program priorities.

Advisory committee seldom actually make major decisions but frequently are involved in actions leading to major decisions. According to Lynn S. Rodney, University of Oregon, the success of an advisory board of a park and recreation department depends on the following four factors:

1. The advisory committee must maintain a clear-cut division of responsibilities between itself, its parent agency, and the professional staff. The committee has the responsibility to advise the park superintendent on various policy matters that have been referred to them in regard to natural resource protection and the provision of park and recreation services. It has no administrative authority or responsibility, making only general recommendations.
2. The advisory committee is responsible for advising on the basic policies that guide the state park. The administration of the policy—the actual provision of the park and recreation service—is a technical problem that requires a technically trained staff. This division-of-work principal serves the important and practical purpose of enabling the committee and staff to recognize their respective functions and to achieve the most effective working relationships to fulfill the State Parks and Recreation System's mission.
3. The advisory committee must recognize that its recommendations will not always be followed but should not take this rejection personally. Many times, proposals are rejected because of other factors not yet public knowledge. However, with few exceptions, if the committee secures the pertinent facts of matters referred to it, deliberates carefully, and acts objectively, its recommendations will greatly influence policies for the development and operation of the park.
4. The advisory committee gives advice that the state park administration must evidence a willingness to consider, even though they are under no legal obligation to act on it. Without such support, the committee becomes a mere observer, serving no useful purpose other than to ratify decisions already made.

STATE PARK ADVISORY COMMITTEE ORIENTATION AND TRAINING

Training is important for advisory committee members to become competent members of the state parks team. Committee membership is a community trust. Effective participation requires orientation and training. Included in this training program is the discussion of park operations and procedures with the committee members.

Robert Artz, National Recreation and Park Association, suggests that the following basic orientation information be provided to the committee members:

1. Legal provisions.
 - a. The authority to operate; legal functions.
 - b. State laws concerning conflict of interest.
2. Department policy statement, objectives, and history.
3. Functions of the Division of Parks and Recreation.
 - a. Rules and regulations.
 - b. Organization, meetings, and committee.
 - c. Advisory committee duties and responsibilities.
4. Administrative organization.
 - a. Powers and duties of the park superintendent.
 - b. Organizational structure.
 - c. Staff names and positions.
5. Established state park policies.
 - a. Use of facilities.
 - b. General fees and charges.
 - c. Contributions; land and money.
6. State park operational information.
 - a. Planning, development, guidelines, master plan standards.
 - b. Financial structure; budget.
 - c. Areas and facilities.
 - d. Program, activities, special services.
 - e. Public relations, annual reports, brochures, etc.

The three major areas in which advisory committee members need continuous training are:

1. The activities and services provided by the park, including full up-to-date information and material on the organization and operation of the park.
2. The interests and behaviors of the community or area served by the park, including current facts on community goals, needs, resources, and how and where the park fits into the total community picture.
3. The functions of the advisory committee itself, including organization and operation, responsibilities, information and materials on the duties and responsibilities of individual members with guidelines to techniques to insure effective participation to achieve both the concept of committee teamwork, and a close partnership with the park superintendent and staff.

RELATIONSHIPS

Advisory Committee Relationships with Staff and Local Interest Groups

One general purpose of a state park advisory committee is to create and maintain working agreements with the park, the Division of Parks and Recreation, other related community organizations, and the general public.

In relationship to the park:

1. Make periodic visits and observations of natural resources, areas and facilities to enhance professional operation, maintenance and management.
2. Make observations of all program activities and services (both scheduled and unscheduled visits).
3. Participate actively in the interpretation of the park's services, objectives and needs.

In relationship to the park personnel:

1. Deal officially with the staff only through the park superintendent.
2. Invite members of the staff to meet with the committee when programs and problems relating to their responsibilities are under consideration.

In relationship to the Division of Parks and Recreation:

1. Familiarize themselves with division standards and policies.
2. Support the overall program of the division. This illustrates to the general public that governing divisions are working together.
3. When making recommendations or decisions concerning the division, support all requests with written facts, oral communications, and action if necessary.

In relationship to other organizations and groups interested in state park and recreation services:

1. With the park superintendent, develop cooperative planning and programs with other public, voluntary, church, civic, business and educational agencies concerned with recreation, parks, conservation and leisure services.
2. Coordinate and cooperate with organized park user groups to insure effective planning of total visitor services along with adequate protection of the park's natural resources.

Finally, in relationship to the public:

1. Take the initiative in forming community and regional task forces when needed, bringing together on occasion informal groups representing people concerned with park and recreation services, for a discussion of mutual problems and as an aid in cooperative planning and issue resolution.
2. Welcome suggestions and constructive criticism from the general public and assure them that they will receive thoughtful consideration and appropriate action when warranted.
3. Conduct affairs in a manner that wins public respect and support for the park and the division.
4. Be responsive, responsible, and representative of the interests of the entire community.

BY-LAWS GOVERNING
THE
STATE PARK ADVISORY COMMITTEE

ADOPTED _____

ARTICLE 1:

a. The _____ State Park Advisory Committee shall be comprised of _____ members appointed by the Director of Parks and Recreation to staggered terms of three years. All succeeding appointments will be for three years or, in the case of a member's resignation, removal or death, for the remaining unexpired term of the previous member. Initial appointments shall be _____ members for three years, _____ members for two years, and _____ members for one year.

b. Regular meetings of the _____ State Park Advisory Committee shall be held at _____ on the _____ of each quarter and shall be held at _____ State Park, or at some other designated place.

c. Special meetings may be called by the Chairman or upon written request from a majority of the body.

d. A quorum is at least one more than the number absent of the appointed members.

e. The order of business at regular meetings shall be as follows:

Reading of minutes of previous meeting
Communications
Report of Chairman
Special Reports
Unfinished Business
New Business
Adjournment

f. The absence of any member from two consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes, ruled as emergency in nature will declare vacant the seat of such member, in which event the vacancy thus created shall be filled by the Director of the Division of Parks and Recreation.

ARTICLE 2:

a. The election of officers for the ensuing year, a Chairman and Vice-Chairman Secretary/Treasurer shall take place at the regular meeting in _____ of each year. A nominating committee of three members shall be appointed by the Chairman, at the _____ meeting (or before) to bring in, to the _____ meeting, nominees for these offices.

b. The new officers shall take office at the regular _____ meeting each year.

ARTICLE 3:

- a. It shall be the duty of the Chairman to preside at all meetings and to sign official papers.
- b. The Vice-Chairman shall perform duties of the Chairman in the absence of the latter.

ARTICLE 4:

It shall be the duty of the secretary to notify members of all meetings, to keep a permanent record of the proceedings of all meetings, and to have a copy of the proceedings for each meeting sent to each member.

ARTICLE 5:

The Chairman shall submit an annual report on/or before _____ to the Division Director.

ARTICLE 6:

Special committees may be appointed for such purposes as deemed necessary.

ARTICLE 7:

The Chairman shall be an ex-officio member of all committees and, as such, shall be notified of all committee meetings.

ARTICLE 8:

All amendments to these rules must be proposed in writing at one meeting and acted upon at the next regular meeting.