

**Town of Corinth  
Park & Recreation Director Ordinance  
March 20, 2012**

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**1 GENERAL**

**1.1 Title**

This Ordinance shall be known as and may be cited as the "**Park & Recreation Director Ordinance**" of the Town of Corinth, Maine, (herein referred to as the "Ordinance".)

**1.2 Authority**

This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII, Part Second of the Maine Constitution and Title 30-A, Section 3001 of the Maine Revised Statutes Annotated.

**1.3 Purpose**

The Town of Corinth finds that the supervision and administration of all municipal park and recreation programs is essential to the protection and promotion of the public health and welfare and this Ordinance is necessary to accomplish this objective.

**1.4 Function**

A Recreation Committee, (herein after referred to as the Committee) within this Ordinance shall, with the aid of the Recreation Director, (herein referred to as the Director). Be responsible for submitting to the Town Manager and the Corinth Board of Selectpersons (herein referred to as the Corinth BOS), its annual budget, for use by the Corinth Budget Committee in its calculations for the Corinth Town Budget.

**1.5 Establishment**

**1.5.1 Recreation Director**

The Corinth Town Manager shall hire a Recreation Director, under the approval of the Corinth BOS

**1.5.2 Recreation Committee**

There shall be a Committee of three (3) regular members and one (1) associate member, appointed by the Corinth BOS with considerations of the Directors advice. All vacancies shall be filled in like manner. A vacancy created by a member leaving before their term expires shall be filled in like manner but, only for the unexpired term of that seat. Committee members shall serve without compensation.

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## **2 PERSONNEL**

### **2.1 Director**

The director shall have a term and salary set by the Corinth BOS

### **2.2 Regular Committee Members**

The regular members shall serve three (3) year terms

### **2.3 Associate Committee Member**

The associate member shall serve a three (3) year term and vote in the absence of a regular members vote.

### **2.4 First Year Terms**

#### **Regular members are:**

one (1) for a one (1) year term

one (1) for a two (2) year term

one (1) for a three (3) year term

#### **Associate member is:**

One (1) for a three (3) year term

As each of these terms expire, it shall be replaces by a three (3) year term

## **3 ELIGIBILITY**

Any resident in the Town of Corinth, who is eighteen (18) years of age or older, without a criminal record, who enjoys working with and helping children and has the time to devote to the recreation programs

## **4 MEETINGS**

### **4.1 Time and Place**

There shall be at least one (1) regular meeting each year, the committee chair or the Director may call special meetings as needed. Meetings shall be held in the conference room of the Town Office.

### **4.2 Quorum**

A quorum for said meeting shall be two (2) and no meeting shall be held without a quorum of two (2)

### **4.3 Attendance**

All members, regular and associates are required to attend all meetings. Any member missing three (3) consecutive meetings without just cause may face termination. The director shall attend all meetings to aid the committee in achieving their goals.

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**5 OFFICERS**

The terms of officers shall be one (1) year; they shall be elected annually by a majority vote of its members. Re-election is permissible.

**5.1 Chairperson**

Chairperson shall preside over all subsequent meetings for the ensuing year.

**5.2 Secretary**

The secretary shall take minutes, thus recording all meetings, transactions and all correspondence. All records shall be deemed public and may be inspected at reasonable times. The Town of Corinth policy regarding meeting minutes shall be followed.

**6 DUTIES OF THE DIRECTOR**

**6.1** Shall, head, oversee and aid all aspects of recreation for the Town of Corinth

**6.2** Shall, with advice from the committee, recommend to the Corinth BOS the appointment and/or removal of committee members.

**6.3** Shall, with the aid of the committee, advise and recommend to the Corinth BOS on the management of the park and recreation facilities, programs and services. Advise and recommend on creation of new programs and services.

**6.4** Shall keep orderly records of all transactions and up-to-date budgetary figures; Shall be ready to give a financial report of all recreation accounts at any time. All records shall be deemed public and may be inspected at reasonable times.

**7 DUTIES OF THE COMMITTEE**

**7.1** Shall, with the aid of the Director, create and appoint members to various subcommittees as needed to deal with specific programs. Members of the Committee may also serve as members of subcommittees.

**7.2** Shall, with the aid of the Director, develop written policies and standard operating procedures to guide the operation of the various programs; once written they shall be presented to the Corinth BOS for approval before adoption by the committee.

**7.3** Shall, with the aid of the Director, develop, promote, organize and supervise comprehensive municipal recreation programs and administer the same in the interest of the entire community

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**7.4** Shall, with the aid of the Director, prepare an annual report and recommendations to the Corinth BOS regarding the need of capital development, improvement, maintenance or a new facility with respect to the existing facility.

**7.5** Shall, with the aid of the Director, prepare an annual report of all committee activities for inclusion in the Corinth Annual Report

**8 CONFLICT OF INTEREST**

**8.1 Voting**

If a vote of the committee will affect a committee member or a member of their immediate family, that member must abstain from that vote; the associate shall vote instead

**8.2 Positions**

It is a conflict of interest for any committee member or director to coach any sporting activity

**9 EFFECTIVE DATE**

This Ordinance shall become effective, on the date of acceptance by the voting body, at an annual Corinth Town Meeting

**10 ORDINANCE REPEAL**

Upon acceptance of this Ordinance, all other recreation ordinances in the Town of Corinth, shall be repealed

**11 SEVERABILITY**

If in any court of law, any part of this Ordinance is found to be unlawful, invalid or ineffective, let that part therein be stricken and the remainder of the Ordinance left intact and in full effect.

**CHANGE CONTROL**

03/20/12 Ordinance adopted at Annual Town Meeting March 20, 2012 via passage of Article 57.