

**Readfield
Recreation Association
Board of Trustees
Duties of Officers and Active Members**

The mission of the Readfield Recreation Association Board of Trustees is to provide self-supporting recreation and athletic program opportunities for the citizens of our community through the support of our volunteers.

Responsibilities:

1. Continue to support and expand town recreation and athletic programs.
2. Continue to encourage volunteer participation and improve coordination of volunteers.
3. Consider long-range public beach needs and explore the acquisition of additional shorefront area(s) for public use.
4. Explore opportunities to provide recreational access to the Augusta Watershed District lands surrounding Carleton Pond.

Duties:

1. Chair: Schedules and chairs Board of Trustees meetings, propose meeting agendas, communicates and coordinates activities with Municipal Officials and the Select Board.
2. Vice Chair: Would assume the duties of the Chair if the Chair is absent. Perform duties delegated by the Chair.
3. Secretary: Keeps/maintains the minutes of the meetings of the Board, provides information for Readfield Messenger articles and may handle other occasional correspondence.
4. Treasurer: maintains the financial log for the Board; serves as the liaison between the Board and the town Budget Committee; prepares and delivers the yearly budget.
5. Committee members:
 - a. Attend meetings, review proposals or items brought before the Board.
 - b. Work to coordinate and facilitate volunteer efforts for continued program opportunities.
 - c. Vote on agenda items when called for.