

RESPONSIBILITIES OF PARK ADVISORY COMMITTEE MEMBERS

As a PAC Member You will be expected to:

1. **Attend all regular meetings.** If you cannot attend a meeting, call the PAC Chair or staff prior to the meeting for an excused absence. Three consecutive unexcused absences indicates an inability to serve and could result in removal from the PAC.
2. **Participate in meeting discussions.** Read your packet before each meeting and come prepared to discuss every topic requiring an action. If you have clarification questions, call staff or PAC officers before the meeting. You may express a need for more time for any item at the meeting.
3. **Keep an open mind in formulating recommendations on agenda items.** Be willing to base your position on information and discussion at the meeting, as well as experience and other knowledge. If a member is affiliated with an external organization, the member should be willing to formulate his or her own position on issues after PAC deliberations and not automatically represent the viewpoint of the external organization.
4. **Visit parks to be discussed at a meeting,** particularly if it is your area or one you've "adopted." Be alert to issues, problems, and needs that are expressed by the general public, neighbors, and special interest groups.
5. **Chose to participate on a special committee or subcommittee.** Consider volunteering for a policy chair position as a learning experience.
6. **Attend at least one Board meeting or Board Committee meeting** a year if possible. These are usually held during daytime hours.
7. **Communicate with your nominating authority.**