

MISSION STATEMENT

To provide recreation and leisure services to meet the needs of our citizens by utilizing quality facilities in a cost effective manner.

DUTIES AND RESPONSIBILITIES:

The Parks & Leisure Services Board has the following power and duties:

1. Identify and recommend potential sites, facilities, and programs deemed appropriate to meet the leisure and recreational needs of county residents; and
2. Participate in the selection of appropriate candidates, in accordance with State laws and at the Administrator's discretion, for the position of Director when the position becomes vacant; and
3. Provide input on the acquisition of properties, facilities, and selective equipment useful in the operation of the Department; and
4. Work cooperatively with County officials to secure donations of funds, services, real estate, or interest thereon, to establish or improve general recreational facilities and program; and
5. Provide input on rate and fees charges for use of facilities, programs, and services; and
6. Work in concert with staff to establish guidelines governing the use of sites and facilities to ensure effective operation, maintenance, and security of same; and
7. Provide input to the process and review of the Parks and Leisure Services budget, as prepared by the Director for submission to the County Administrator.

MEMBERSHIP

- A. The Board shall be composed of nine (9) members:
1. Three (3) members shall be appointed from northern Beaufort County; and
 2. Three (3) members shall be appointed from southern Beaufort County; and
 3. One (1) member shall serve at-large. This member shall rotate between northern and southern Beaufort County when a vacancy occurs; and
 4. One member shall be appointed from the military, who shall serve *ex-officio*; and
 5. One member shall be appointed from the Beaufort County School District Administration, who shall serve *ex-officio*.

B. Board members shall serve at the pleasure of County Council for a term of four (4) years, subject to the following voting requirements for their appointment:

1. First term 6/11 or more of full Council
2. Second term 8/11 or more of full Council
3. Third term or more 10/11 or more of full Council

Any partial term served by a member of the Board shall count as a full term for determination of the voting requirements specified above.

ELECTION OF OFFICERS

The Board members shall elect a Chair and a Vice Chair by simple majority. The Chair and Vice Chair shall serve two (2) years and shall be eligible for re-election for as long as that individual remains a member of the Board.

COMMITTEES

Committees shall be established as deemed appropriate by the Chair.

There are four (4) standing committees as follows:

1. Facilities Committee
2. Finance Committee
3. Long Range Planning Committee
4. Program Committee

MEETINGS

1. Based on Chairman Arthur Middleton's poll conducted the first week in April 2010, there was an unanimous decision to change the PALS Advisory board meetings to a quarterly meeting. The meetings will be held on the first Thursday of March, June, September, and December each year. The first quarterly meeting will be June 3, 2010. The PALS Advisory Standing Committees (Facilities, Finance, Long Range, and Program) meetings will be determined at a later date. The PALS Advisory Board meetings are held at Beaufort Industrial Village, Building 2 at 2:30 PM.
2. The Board follows Robert's Rules of Order to conduct meetings. A parliamentarian is selected from the Board members.
3. In compliance with County ordinance, a member shall be removed from the Board
 - a) If absent from more than one-third (1/3) of the Board meetings annually; or
 - b) If absent from three (3) consecutive Board meetings, to include both excused and unexcused absences.

COUNTY FISCAL OBLIGATION

Board members serve without compensation. Members may be reimbursed for expenses incurred in the discharge of their duties with prior approval of the County Administrator, subject to the provisions of the Charter.

POTENTIAL CONFLICT OF INTEREST

1. Upon making application for membership on the Board, all potential members shall certify that they do not have any ongoing conflict of interest.
2. Members shall disqualify themselves from voting on any particular issue in which they may have a conflict of interest.
3. A member who has a conflict of interest on a particular issue or vote before the Board shall abstain from discussion and voting in that case.