

Kensington Recreation and Social Committee

Policies & Procedures

Mission: To oversee, coordinate and facilitate recreational and social programs and opportunities for all of the residents within the Town of Kensington, NH.

Vision: To strengthen the community, encourage collaboration and enhance residents' physical well-being, quality of life and social and cultural experiences through recreational and social opportunities.

Authorization: The Kensington Board of Selectmen authorize the responsibilities and activities of this Committee.

Name: The body shall be known as the Kensington Recreation and Social Committee

Office: The Administrative Office of the Kensington Recreation and Social Committee ("Committee") shall be the Town Hall where all records including official minutes shall be kept.

Membership:

1. The Committee shall consist of a minimum of 3 and a maximum of 9 volunteer members appointed by the BOS for staggered terms. In order to encourage participation in the committee, members may request a term of no less than 1 year and no more than 3 years. The BOS and Committee shall make every effort to identify and recruit qualified candidates to fill vacancies within a timely manner so as not to impede the function of the committee.
2. Members are expected to play an active role in the committee, attending meetings and assisting in the planning and execution of events. All members assume responsibility for ensuring the Committee fulfills its mission statement and demonstrates appropriate financial stewardship in the execution of events. Committee members shall be committed to prudent, fair and ethical decision making at all times.
3. At the January meeting, the committee shall elect individuals to serve as officers in the following positions for the upcoming calendar year with the key responsibilities noted below:
 - a. Chairperson. Schedule and lead all committee meetings including the preparation of a meeting agenda. Serve as the primary point of contact for the Committee with the Board of Selectmen.
 - b. Treasurer. Assist in the development and documentation of event budgets. Track, record and report final income and expenses associated with events.
 - c. Secretary. Coordinate with appropriate Town personnel to post Committee meeting notices, record minutes of the meetings and ensure meeting minutes are posted on the Town website within the required time frames.
4. BOS Liaison: one selectperson who serves as a non-voting liaison to the Committee ("BOS Liaison").

Meetings:

1. The Committee shall hold regular monthly meetings and all meetings shall be open to the public. Meeting notices with a proposed agenda shall be posted on the Town of Kensington website a minimum of 24 hours in advance of any meeting.
2. Three (3) members present shall be considered a quorum and a simple majority vote of those present shall be required for any motion to carry.
3. The Secretary will ensure meeting minutes are captured, reviewed and approved and posted in the appropriate timeframes

Events and Programs:

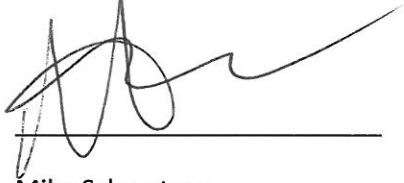
1. **Budgeting:** For each individual event or program, the Committee shall prepare a budget proposal identifying anticipated revenue and expenses for presentation to and approval by the BOS, including sufficient funds to cover unanticipated expenses. Once BOS approval is obtained, the committee shall have the ability to take the appropriate actions to raise revenue and expend funds without seeking further BOS approval providing expenditures remain within budget.
 - 1.a. **Contracts:** The Committee should seek contracts for services when appropriate however all contracts must be signed and approved by the Board of Selectmen. In order to make the execution of an event as efficient as possible, the committee should make efforts to identify and obtain contracts in advance or as part of the event budget approval process, seek BOS approval for the BOS liaison to sign event related contracts on behalf of the BOS.
2. **Receipt of Payments:** It is highly recommended that all revenue be received via check or digital payment made directly to the Town of Kensington. While cash is discouraged, in the event of the receipt of cash payment, the Treasurer shall have the responsibility of ensuring a full accounting and ensuring timely deposit to the Town of Kensington. All expenses will be accompanied by itemized receipts, following procedures established by the BOS.
3. **Recreation Revolver Account:** The Recreation Revolver Account ("Rec Revolver") is the operational account for the revenue and expenses of the Committee. All payments shall be deposited into the Rec Revolver in a timely manner, following procedures established by the BOS. Whenever possible, expenses shall be paid via check from the Rec Revolver Fund. Please refer to RSA 35-B;2.
4. **Out of Pocket Expenses:** Out of pocket expenses associated with an approved event by any committee member shall be fully reimbursable providing that the expenditure is within budget and all associated receipts and paperwork have been submitted to the Town of Kensington.
5. **Collaboration:** The Committee is encouraged to collaborate and coordinate with other organizations in town for the planning, promotion and execution of events. Examples of such organizations include but are not limited to: Kensington Elementary School, KYAA, Trail Committee, Public Library, Historical Society of Kensington, Sawyer Kensington Trust, community religious organizations etc.
6. **Non-Committee Members:** The committee shall have the ability to recruit and manage non-committee members to assist in the planning and execution of any event.

7. **Annual Report:** The Officers of the Committee shall have the responsibility of preparing and presenting the Recreation and Social Committee Annual Report to be incorporated in to the Town of Kensington's Annual Report published by the Board of Selectmen.

These Operational Guidelines may be amended or modified at any time, subject to approval by the Board of Selectmen.

Adopted 4 March 2019 by the Kensington Board of Selectmen.

Board of Selectmen

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Mike Schwotzer

A handwritten signature in black ink, appearing to be 'BC', written over a horizontal line.

Ben Cole

A handwritten signature in black ink, appearing to be 'BL', written over a horizontal line.

Bob Long

