

Parks and Recreation Advisory Board Committee Guidelines – Oct. 2021

EVERY DROP EVERY PERSON EVERY DOLLAR UNIQUELY DENVER

Membership of Committee:

- Each committee will have at least three PRAB members with one named as Chair.
- Each PRAB member chooses to serve on one or more committees.
- Review Chair assignments after PRAB Board elections.
- In the event a committee member chooses to participate on another committee, notify the Committee Chairs of their interest to participate or rotate to another committee.

Role of Committee:

- Develop mission, goals and priorities for the year. Report accomplishments.
- Goals are aligned with Game Plan/PRAB
- Staff member will be assigned to each committee
- Meet with staff member for updates on ongoing work (master plans, CIP, budget etc.)
- Post agenda and capture minutes on standardized form.
- Track issues received by each committee using the Tracking Form. Update, provide status and how issues were closed.
- Use Flow Chart to evaluate each topic/issue assigned to committee which includes and elevates community engagement.
- Committees are driven by overarching values (e.g. equity, refer to Game Plan).
- Committee chair attends monthly chairs meeting
- Committee chair provides report at monthly PRAB meetings (chair may delegate this report to another PRAB member)

Public Engagement:

- Opportunities
 - Flow Chart shows engagement
 - Public Chats prior to PRAB meetings
 - direct contact with PRAB Representatives (email, in person, etc)
 - Submit Issue/topic Parks and Recreation Website
 - Contact with Parks and Recreation Staff
- Role of non-board members
 - Pilot by Resiliency Committee to provide 30 minutes prior to committee meeting to engage in discussions with public. Will be evaluated in 3 months.
 - Other committees will engage with the public prior to the start of committee meetings.
- PRAB Committees must provide for equal representation throughout the City of Denver and not provide access exclusive to individual districts.