

Sports Commission Charter **Adopted July 24, 2014**

Introduction: The Sports Commission is created as an advisory body by the County Board of Arlington County, Virginia.

Mission: The Sports Commission shall serve as a conduit for information about sports and physical fitness programs among community organizations, agencies of the County government, and this Board. It shall report promptly on any subject that may be referred to it by this Board. It may conduct public meetings, hearings, and educational programs, investigate and mediate complaints regarding the administration of sports and physical fitness programs, and publicize existing or proposed sports and physical fitness programs.

Governing Documents: List all Board-adopted policy documents that pertain to the advisory group's mission

Functions and Scope: The Commission shall study and make reports and recommendations to the County Board from time to time as it sees fit, on:

1. The adequacy and efficiency of the County's existing sports and physical fitness programs, including but not limited to activities offered, policies governing participation, fees charged, and relationships among various activities.
2. The adequacy and utilization of sports and physical fitness facilities, owned by Arlington County and/or Arlington Public Schools, including, but not limited to, fields, gymnasiums, swimming pools, tennis courts, and paths and trails used by runners and bicyclists, and any other facility used for athletics.
3. The rules and policies governing participation in and the conduct of County sponsored or supported athletic activities, and the efficiency and fairness with which these rules and policies are administered.
4. The need for additional sports and physical fitness programs or facilities.
5. The involvement of the Arlington business community in sports and physical fitness programs.
6. Arlington's participation in the development of sports and physical fitness facilities or programs on a regional or broader basis, and the use of such facilities and participation in such programs by Arlington citizens.

Membership: The Sports Commission shall be comprised of 13 members, one of whom shall be designated by this Board to serve as Chairman. The County Board will appoint and maintain a roster of members including:

Name, address, contact info, date of appointment, appointment expiration date.

Members will be appointed for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years (unless term limits directed by the State). All members serve at the pleasure of the Board.

Sports Commission members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Sports Commission who fails to attend three (3) Sports Commission meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

Chair, Vice Chair and Committees: The County Board shall appoint a Chair or the Group shall forward a nomination to the Board who shall serve as Chair to lead the efforts of the Advisory Group. Also, one member of the group may be appointed by the County Board or the Group to serve as Vice-chair when the Chair is unavailable.

Committee Membership: The Sports Commission may create committees, as necessary, to accomplish specific Sports Commission missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the Sports Commission.

Staff Liaison: The County Manager and the Superintendent of Arlington Public Schools shall each designate a person to serve as staff liaison to the Sports Commission.

Meetings: The Sports Commission will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. Meetings are typically once a month on Thursday evenings from September to June.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The Sports Commission will provide recommendations to the County Board about area of responsibility. The Sports Commission will at a minimum

submit an annual report to the County Board after consultation with the Board Liaison. Sports Commission may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, the group name shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.