

## READFIELD TRAILS COMMITTEE

### Mission Statement:

**The Readfield Trails Committee will plan and coordinate the development of environmentally acceptable trails within the town of Readfield. The committee will promote safe, functional connections between the various activity centers of the town and provide linkage, where possible, between recreational trails within the town and with adjacent towns.**

### Authorization:

The Readfield Trails Committee (RTC) was established by vote of the Readfield Select Board on May 29, 2007 and can be composed of up to 13 members each appointed by vote of the Select Board.

### Membership:

1. The Readfield Trails Committee can be composed of up to 13 members for terms of up to three years. Application for membership on the Trails Committee is received by the Town Clerk and approved by the Select Board. New members are sworn in by the Town Clerk.

### Officers:

Officers are elected in July of each year (beginning of the Town's fiscal year) by the RTC membership present and voting unless there is a vacancy in an office of the RTC during the year. The officers of the RTC are a Chairman and a Secretary and are elected for one-year terms. In the event of a vacancy in an office, the RTC shall elect another member to the vacant position for the remainder of the term of office.

### Meetings:

Regular meetings are held on the fourth Tuesday of each month at the Town Office, upstairs, beginning at 6:30 p.m.

## DUTIES

### Administrative:

Reserve space for time and date for monthly meetings with Town Office staff and obtain a key for entrance to the Town Office and for securing the building after usage.

Prepare Agendas and moderate meetings

Ask an RTC member to act as Secretary in the event that there is no Secretary present. The Secretary is to keep an accurate records of meetings for historical purposes.

Keep a record of applications for trail stewardship

Follow the mandates of the Town's Comprehensive Plan and make a report, as needed, to the Town Manager and the Select Board of Comprehensive Plan goals achieved and status of other goals

Maintain a list of volunteers who have agreed to work on establishing and maintaining trails

Utilize *Robert's Rules of Order* for the conduct of all meetings

Keep apprised of RTC budget constraints within Town Meeting budget authorization

Provide the Town Manager and Select Board, as needed, with expenses associated with any grants received by the RTC.

**Financial:**

Prepare annual budget request, review the proposed budget with the RTC, the Budget Committee and Select Board and be prepared to respond to questions about the budget at the Annual Town Meeting

Oversee grant requests/applications with the Town Manager and meet with the Select Board about such a request/application, if necessary.

Make monetary and budgeted reimbursement requests to the Town Manager and Town Treasurer

**Communications:**

Prepare Annual Report and be prepared to address any related issues arising at Annual Town Meeting

Prepare monthly article for inclusion in the *Readfield Messenger*

Maintain lines of communication with Town Office staff

Attend special meetings as needed