

2019 Program Advisory Committee Guidelines and Expectations

Thank you for volunteering to serve on the Parks, Recreation and Cultural Arts Advisory Board (**Park Board**): Program Advisory Committee (**PAC**). Your term is scheduled from January 2019- December 2019, with an opportunity to renew for one additional year. Your participation in this committee is very important. We would like you to participate in our programs just like any other participant; be discrete, yet observant while you are in our facilities and participating in programs and services.

Guidelines and Expectations 2019 Program Advisory Committee

PAC is a volunteer group of residents focused on providing feedback and evaluation regarding programs and services that the Parks, Recreation and Cultural Arts Department (**PRCA**) provides on a yearly basis. This committee is a subcommittee of the Park Board and is advisory only.

PAC committee members will be provided with a \$400 household credit and an individual fitness pass. We expect that this credit will allow you to be frequent users of our facilities and programs. You should be the primary participant evaluating the program. However, if you do register for a family member program, you should be interacting or observing first hand in the program during the duration of the session(s). The fitness pass can be used as often as you would like, however, we do ask that you evaluate the experience after each visit and as possible alternate between both the Kettering Recreation Complex (at Glengarry) and Kettering Fitness and Wellness Center (at Trent Arena/Shroyer).

PAC committee members are expected to register or drop in to programs, events or facilities to evaluate all aspects of the experience. Online surveys will be the primary method of scoring your routine and frequent experience. However, you always have the freedom to contact a Park Board member and/or Leadership staff associated with the area to discuss any aspect of your experience.

Each quarter you will have a special concentration area that we would like you to review and evaluate in more depth and provide with a more comprehensive evaluation associated with that experience. This will require you to register for programs, drop in to open activities and visit facilities or parks. While you will have some freedom to select from a list of suggested activities based on what works best for your schedule, there is a significant time commitment associated with completing this portion of the quarterly assignment.

Your evaluations will be confidential so be honest, thorough and provide suggestions and solutions for improvements.

You will be responsible for attending three PAC committee meetings throughout the year. During the meetings you will be asked to share feedback regarding your experiences and provide input for Park Board and staff.

Each quarter, your evaluation comments and suggestions will be reviewed and analyzed by the PRCA Innovation Team.