

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.16 POLICY & PROCEDURE

The Trustee whose assigned area of responsibility is POLICY & PROCEDURE shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

POLICY & PROCEDURE:

1. Study and become familiar and conversant with Enabling Act, Bylaws, and Policy & Procedure manual.
2. Assure that established procedures are followed by board and staff.
3. When non-routine matters come before board, advise whether there is an existing policy that would apply.
4. Prepare drafts of proposed revisions or updates of policy and procedures when needed.
5. Prepare drafts of new policy and procedure when Trustee becomes aware of need or when requested by board.

06/16/2015