

Park Board Roles, Duties and Assignments

2023

Role	Duties/Assign/Action	Assignee
Chairman	Runs meetings Prepares agenda Keeps up Park Board Roles Acts as backup to Director & Assignees Community Days Liaison between Kiwanas & Richfield (service & P&R Director)	Carolyn Sullivan
Vice Chairman	Fills in for Chairperson Keeps up Richfield Parks Summary	Ellen Daniels
Secretary	Completes correspondence Finalizes minutes (taken and rough drafted by assignee)	Terry Moran
Tree & Landscape Rep	Attends Tree & Landscape meetings Coordinates activities between Park Board and T&L	Steve Hoffman
RJRD Rep	Attends RJRD meetings Coordinates activities between Park Board & RJRD	Tony Altobelli
Park Representative	Visits park weekly Headlines events Takes Lead in Developing Plans, equipment, signage, rules & regulations and major events	See each Park below
Park	Major Events	Assignee
Babb's Orchard Park	Fishing Derby, Development of Plan (sledding, etc)	Tony Altobelli
Carter Pedigo Trail	Complete plan, signage, grant	Terri Moran
Eastwood Preserve	Take on new gardners (as needed) Fall Fest, Holly days,	Ellen Daniels
Richfield Woods	Community Days Booth	Steve Hoffman
Town Hall	Project Pride (coordinates shredding, electronics disposal	Carolyn Sullivan
Town Square	Concerts, Tree Light,	Carolyn Sullivan
Other Events	Responsibilities	Assignee
Valentine Event	Organize	
Easter Egg Hung	Organize	
Haunted House	Organize	
Summer Camp	Organize	Director – John Piepsny