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DEPARTMENT OF RECREATION AND PARKS

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# PARK ADVISORY BOARD

## NEW MEMBER HANDBOOK



**PARKPROUDLA**





## **WELCOME from the GENERAL MANAGER MICHAEL A. SHULL**

The City of Los Angeles, Department of Recreation and Parks would like to congratulate you on your appointment as a Park Advisory Board Member. Park Advisory Boards and their members are essential to the overall operation of a recreation facility and the

Department's mission. We believe that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

The mission of the Department is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

Our vision is to provide affordable recreational, physical and cultural opportunities for all of Los Angeles residents, with a focus on families, youth development and building healthy communities. The programs and services offered by the Department will provide excellent value and quality and emphasize the equitable distribution of resources throughout the City. We will offer these programs in safe, attractive and well-maintained facilities that will reflect the public's needs and interests.

Your selection to this prestigious position can make a difference helping to support our mission, vision, and our history. I thank you for accepting the challenge.

Mike Shull  
GENERAL MANAGER  
Michael A. Shull

# **WELCOME from the BOARD OF COMMISSIONERS**

Sylvia Patsouras, President • Lynn Alvarez, Vice-President •  
Melba Culpepper, Member • Pilar Diaz, Member •  
Joseph Halper, Member

Congratulations on your selection as a Park Advisory Board Member for the City of Los Angeles.

The Los Angeles Department of Recreation and Parks is our city's most comprehensive social service agency. Our thousands of dedicated employees and abundance of facilities touch the lives of millions of Angelenos - young and old, fully-abled and disabled, rich and poor, and everyone in-between. We provide places to rest, stroll, play ball, make music, attend the theater, ride bicycles, swim, enroll in pre-school, attend camp, ride the waves, and see the stars. Los Angeles' most famous icons are under our care, from the Griffith Observatory to Venice Beach, from the Hollywood Sign to the Exposition Park Rose Garden. We are Los Angeles, its people and its places.

By volunteering with the Department you will join over 25,000 other volunteers who donate their time every year to help enhance more than 400 parks and facilities operated by the Department. As a newly selected Park Advisory Board Member you will have the opportunity to expand your commitment to recreational services, your communication skills, and your leadership ability. You will work with the Department staff of your facility on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation and educational programs along with a variety of other issues important to your facility and to your community. Your participation enhances the positive relationship between the City and its residents.

Thank you for your commitment to contribute your time and talents volunteering as a Park Advisory Board member. Your volunteer service will truly make a difference and help the Department continue to build healthy communities through people, parks, and programs.

Board of Commissioners

## **PARK ADVISORY BOARD HISTORY**

The Department of Recreation and Parks (RAP) observed the need for a formal method of incorporating community input on decisions affecting communities and initiated the development of Center Service Associations or CSA's in the 1970's. CSA's led the way to the establishment and formalization of what we now recognize as Park Advisory Boards or PAB's since May of 1998.

Park Advisory Boards (PAB) are essential to the overall operation of a recreation facility. The Department believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community. A Park Advisory Board works to make facilities safe, clean, and hospitable while offering advice on programming and assistance in fundraising.

A Park Advisory Board member is a community stakeholder and understands the community's needs and interests. Members work with the Department on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation, and educational programs along with a variety of other issues important to your facility and to your community.

## **VALUE**

Today's social, economic, and political climate demand that decisions concerning the expenditure of public resources are fair, equitable and reflective of the communities and people they impact. This is true of all essential services but especially for services that fall into this category. A Park Advisory Board provides valuable assistance in this area for the City.

### **A Park Advisory Board:**

- Enhances Department resources and creates a positive relationship between the Department and its citizens through mutual collaboration, decision-making, and problem solving;
- Provides additional resources and talent to enhance the abilities of Department staff;
- Expands, extends, and enriches the recreation and community services programs, increase the services of the Department;
- Provides citizens with the opportunity to help their local recreation center;
- Understands the needs and desires of the residents, and conversely helps citizens develop a working knowledge and understanding of how the Department functions and operates;
- Provides an opportunity for residents to improve communication skills and knowledge and expand recreation interests;
- Increases status and prestige, and brings satisfaction to those who serve on the Park Advisory Board, that they are truly making a difference in their community.

## **WHAT IS A PARK ADVISORY BOARD?**

A Park Advisory Board (PAB) consists of individuals who are community residents, business members, and those who work or spend time in a community and who are recruited and selected by RAP staff to volunteer to help strengthen a specific facility's recreation programs and services. The Department of Recreation and Parks (RAP) believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

## **WHAT CAN A PAB MEMBER EXPECT FROM RAP STAFF?**

The RAP staff member who is responsible for the PAB will assist in establishing the overall goals of the PAB. They should be short-term and long-term goals for the recreation facility, which will define what the PAB should be working towards. RAP staff must give final approval on all projects, fundraisers, events, and other proposals. RAP staff will provide clear responsibilities that utilize the PAB members talents, skills, and interests. RAP staff will prepare and post all meeting agendas with PAB input. RAP staff will assist in recruitment, interview, select, and train new PAB members. The orientation should assist the new member with updated PAB goals, timelines, and information to help the PAB continue to work towards the common goals.

## **PAB ORGANIZATION AT A GLANCE:**

- A PAB member serves for a single two-year term with the option to interview for additional terms.
- A Board consists of no less than five (5) and no more than nine (9) members, unless the PAB is for a major Regional Park, for which the number of members shall be determined by an Assistant General Manager.
- PAB's meet at least once per quarter. These meetings should be held at the Department facility or near by Department facility.
- Meetings are conducted using Robert's Rules of Order Newly Revised, follow the procedures of California's Ralph M. Brown Act (the "Open Meeting" law), conform to the PAB Code of Conduct, and abide by RAP policies.
- Meeting agendas must be posted 72 hours prior to the meeting date following the Ralph M. Brown Act . Agendas are prepared and posted by RAP staff with PAB input.
- All PABs operate under the guidance of RAP staff with members serving as officers serving on an annual basis. The officers of the board are: Chair, Vice Chair, and Secretary. The officers are elected by the PAB. RAP staff are not voting members of the PAB. However, RAP staff must be present in order for a PAB meeting to be conducted.
- PAB By-laws are rules developed and adopted by each PAB to establish a mission, help run business, and supervise membership.
- The Park Advisory Board Code of Conduct is a set of rules that outlines the proper behavior expected from a PAB member.
- PAB members will be advised of any Department policy that will affect members directly.

## **HOW PARK ADVISORY BOARD MEMBERS ARE SELECTED:**

Annually an existing PAB will conduct recruitment for new members. A newly forming PAB will begin with outreach to patrons that use the facility, local community, Resident Associations, local business, Neighborhood Councils, Council Offices. The RAP website also includes information regarding volunteerism and Park Advisory Boards.

### **Each potential member MUST:**

- Complete and submit a PAB interest form and Attend a PAB meeting as an observer
- Interview with RAP staff and Be selected to serve on the PAB by RAP staff
- Be a registered RAP volunteer, fingerprinted and cleared to volunteer <https://www.laparks.org/info/volunteers>
- Read and sign the Departments PAB Code of Conduct
- Be the only representative from an outside organization serving on the PAB
- Not be a member of another Department PAB; Not be a RAP employee
- Have no personal relationship\* with full-time or part-time RAP staff assigned to that specific facility
- Have no personal relationship\* with another PAB member serving on that specific PAB

\*Personal relationship: Relatives through blood relationship or marriage; Dependents; Sharing living accommodations; or Business partners

## **MY ROLE AS A PARK ADVISORY BOARD MEMBER**

PAB members volunteer in an advisory role, supporting the goals of the PAB. PAB members are a resource assisting with fundraising and special event efforts for the facility. As a community stakeholder you can be effective in soliciting donations and sponsorships from community organizations and businesses. You will assist and advise RAP staff in regards to types of programs, events, and how the facility can meet the needs of the community, while, understanding PAB's have no involvement in RAP staffing decisions or the formulation of Department policy.

As a PAB member, you represent RAP; your conduct and demeanor will directly affect how people view RAP programs and operations. When PAB members work together there is a wealth of expertise, knowledge, and experience that will help make a difference at the facility and in the community.

# PARK ADVISORY BOARD CODE OF CONDUCT

- I hereby pledge to live up to my responsibilities as a Park Advisory Board Member by following this PAB Code of Conduct.
- I will conduct myself in a professional and civil manner at all times .
- I will treat RAP staff, members of the PAB, and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowners status, renter status or political affiliation.
- I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.
- I will work to fulfill my role and responsibilities as specified by RAP staff and the PAB By-laws.
- I will commit to learn and follow Robert's Rules of Order Newly Revised, The Ralph M. Brown Act, the PAB By-laws, and Department policy.
- I shall conduct myself in a manner that does not present a conflict of interest or the appearance of a conflict of interest with the programs operated by RAP.
- As a PAB member I will be positive, enthusiastic, forthright, and ethical.

I have read and understand the PAB Code of Conduct and acknowledge that if I fail to abide by the PAB Code of Conduct I will be removed from the PAB.

First Name	Last Name	Email
Signature	Facility	

RAP Staff

Date



**PARK PROUD LA**







# PARK PROUD LA



# CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## **MAYOR**

Eric Garcetti

## **BOARD OF RECREATION AND PARK COMMISSIONERS**

Sylvia Patsouras — President

Lynn Alvarez — Vice President

Melba Culpepper - Commissioner

Pilar Diaz — Commissioner

Joseph Halper — Commissioner

## **RECREATION AND PARKS ADMINISTRATION**

Michael A. Shull — General Manager

Anthony-Paul (AP) Diaz, Esq., Executive Officer and Chief of Staff

Vicki Israel, Assistant General Manager — Recreation Services Branch

Ramon Barajas, Assistant General Manager — Planning, Construction,  
and Maintenance Branch

Sophia Pina-Cortez, Assistant General Manager — Special Operations Branch

## **CITY-WIDE PARK ADVISORY BOARDS**

Deanne Dedmon, Principal Recreation Supervisor I

Claudia Batres-Flores, Volunteer Coordinator



**PARKPROUDLA**

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Thank You for Your Service

