

Town of Scotland, CT  
**Culture and Recreation Commission Chairperson**  
Job Description

Job Title: **Culture and Recreation Commission Chairperson**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is:  **Elected**  **Appointed**  **Hired**

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### GENERAL DESCRIPTION

The Chairperson of the Culture and Recreation Commission is elected from and by the membership of the Commission. The term is for a period of one year. The Chairperson is responsible for presiding over meetings and for ensuring that the committee performs its work in accordance with Connecticut statutes.

### JOB DUTIES

1. Preside over monthly meetings, and special meetings.
2. Set the agenda for meetings.
3. Prepare and submit budget requests on behalf of the Commission.
4. Respond to calls from citizens about cultural program and recreation matters.
5. Ensure that the Culture and Recreation Commission:
  - plans, organizes and implements cultural and recreational activities that meet the needs of the residents of Scotland.
  - keeps a public record of its activities and expenditures
  - files an annual report with town for incorporation into the Scotland Annual Report
  - develops plans for long and short term projects, programs, and capital expenditures

In addition to the duties listed above, the Culture and Recreation Commission Chairperson should ensure that the commission meets any responsibilities mandated by Connecticut General Statutes or town ordinance.

### SUPERVISION GIVEN

None

## SUPERVISION RECEIVED

Commission appointments and general oversight are the responsibility of the Board of Selectmen.

## QUALIFICATIONS

1. Elector of the town of Scotland and member of the Culture and Recreation Commission.
2. Experience chairing meetings is helpful.
3. Ability to read and understand state and local regulations.
4. Ability to establish and maintain effective working relationships with the public and town officials.

## TOOLS AND EQUIPMENT USED

Office equipment to manage meetings.

## PHYSICAL DEMANDS

1. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
3. While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear, or sit.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## HOURS

Must attend Commission meetings. Other hours intermittently for Commission activities and events.

## WORK ENVIRONMENT

General office environment.

Interaction with town residents, town board and commission members.

## COMPENSATION

There are no benefits or compensation associated with this position.

The Town of Scotland is an equal opportunity employer