

**Charter for  
Corvallis Parks and Recreation Softball Program  
Advisory Board**

**1) Purpose**

The Softball Advisory Board provides counsel and recommendations to the Program Coordinator in governing league play. The Board provides input, perspective and opinion on current aspects of the Softball program and proposed new initiatives, all for the purpose of maintaining fun and competitive leagues.

**2) Responsibilities**

- Review rules
- Review season and playoff format
- Recommend team assignments to league divisions
- Hear legitimate protests
- Review player additions after deadline
- Review player suspensions if needed
- Give Program Coordinator feedback
- Lead by example at the fields
- Attend championship games if able

**3) Membership**

*Composition:* The Board shall consist of at least one member from each, the Program Coordinator and Program Assistants. Members will be selected and appointed by the Program Coordinator.

*Term:* Each member will serve two consecutive years on the Board. Members may re-apply for their seat after their term ends.

*Application:* Each member will complete a short application for a seat on the Board. This will ensure there is representation from each league and proper investment in the program. Applications will be reviewed by the Program Coordinator and Program Assistants.

**4) Procedure**

*Meetings:* The Board will meet at least twice per year – Pre-season in April and post-season in October. The Program Coordinator, when necessary, will set other meetings. Written notices of upcoming meetings including the agenda will be emailed to members at least 7 days in advance. Meetings shall be held at a Parks and Recreation site.

*Minutes:* Minutes of each meeting will be kept. An electronic copy will be emailed to the Board within three business days after the meeting.

*Dismissal:* Members who are absent without reasonable cause from two consecutive meetings will be considered to have resigned their seat. The Program Coordinator will move to fill the position.