

# North Huntingdon Township Recreation Student Liaison Job Description

## Purpose

The Student Liaison is to effectively and efficiently meet the North Huntingdon Township Recreation Board needs by providing input through interaction with the student body as well as supporting the interest of the residents of all ages. The Liaison will serve as a communication link for ideas, observations, concerns, satisfaction, and questions to the North Huntingdon Township Recreation Board. The Liaison serves in an advisory capacity and is not entitled to an official vote on Board issues.

## Qualifications

Must be a North Huntingdon Township resident and a North Huntingdon Township student (Freshman through Senior). The student shall be appointed by the North Huntingdon Township Recreation Board and must be in good standing with school that he/she attends (if applicable).

## Expectations of a Liaison

1. Attendance is required for all the monthly North Huntingdon Recreation Board meetings and any important related meetings such as monthly working sessions at the North Huntingdon Township building or designated location.
2. Must actively participate and attend 50% or more scheduled events and committee work that the North Huntingdon Recreation Board has designated for that given year during his/her term.
3. If for any reason that appointed Student Liaison can not attend a monthly North Huntingdon Recreation Board meeting; work session and a special annual event, he/she must contact the North Huntingdon Director of Parks and Recreation within 24 hours prior.
4. Volunteer for and willingly accept event assignments and complete them on time and reporting directly to the Chair of the event.
5. Student Liaison shall serve for a one (1) term year (September 1st through August 31<sup>st</sup> of the following year).
6. If the appointed Student Liaison is a Senior and wants to continue on through the summer months, he/she will act as a mentor and/or train the newly appointed Freshman Student Liaison (only if applicable and availability).
7. If newly appointed Freshman Student Liaison wants to participate in the summer months, it is encouraged by the North Huntingdon Township Recreation Board.
8. If a current appointed Student Liaison wants to continue until the next school term, they must complete a Student Liaison Application by April 17th annually, but not to exceed his/her Senior term year.
9. Any appointed Student Liaison term can be terminated by the North Huntingdon Recreation Board at any time for the following reasons:
  - a. No longer remains to be a North Huntingdon Township student.
  - b. No longer remains a North Huntingdon Township resident.
  - c. Misses more than 50% of the monthly North Huntingdon Recreation Board meetings; monthly work sessions and special annual events. Each absence will be reviewed with the North Huntingdon Township Recreation Board.

If the North Huntingdon Township Recreation Board has terminated the appointed Student Liaison, the North Huntingdon Township Director of Parks and Recreation will notify him/her in writing and a copy of his/her letter of termination will also be sent to the School in which they attend (if applicable).