



# RESTON COMMUNITY CENTER



## 2023 Board Orientation Package

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Governance Reference Documents <https://bit.ly/476fFUW>

- Board Policy Framework
- Enabling Legislation
- Board Indemnification Resolution
- Virginia State Code – Conflict of Interest
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**Board of Governors  
Orientation  
RCC Hunters Woods  
November 11, 2023**

**Agenda**

Welcome Remarks: RCC Board Chair

Beverly Cosham, Chair

Comments from Hunter Mill Supervisor

Walter Alcorn

Current Initiatives and Strategic Planning Priorities

Leila Gordon, Executive Director

- Offsite outreach
- Energy conservation

Review Orientation Folder/Notebook



# RESTON COMMUNITY CENTER



## 2024 Board Meetings

*Finance Committee meetings, when scheduled, usually occur on the third Monday of the month.*

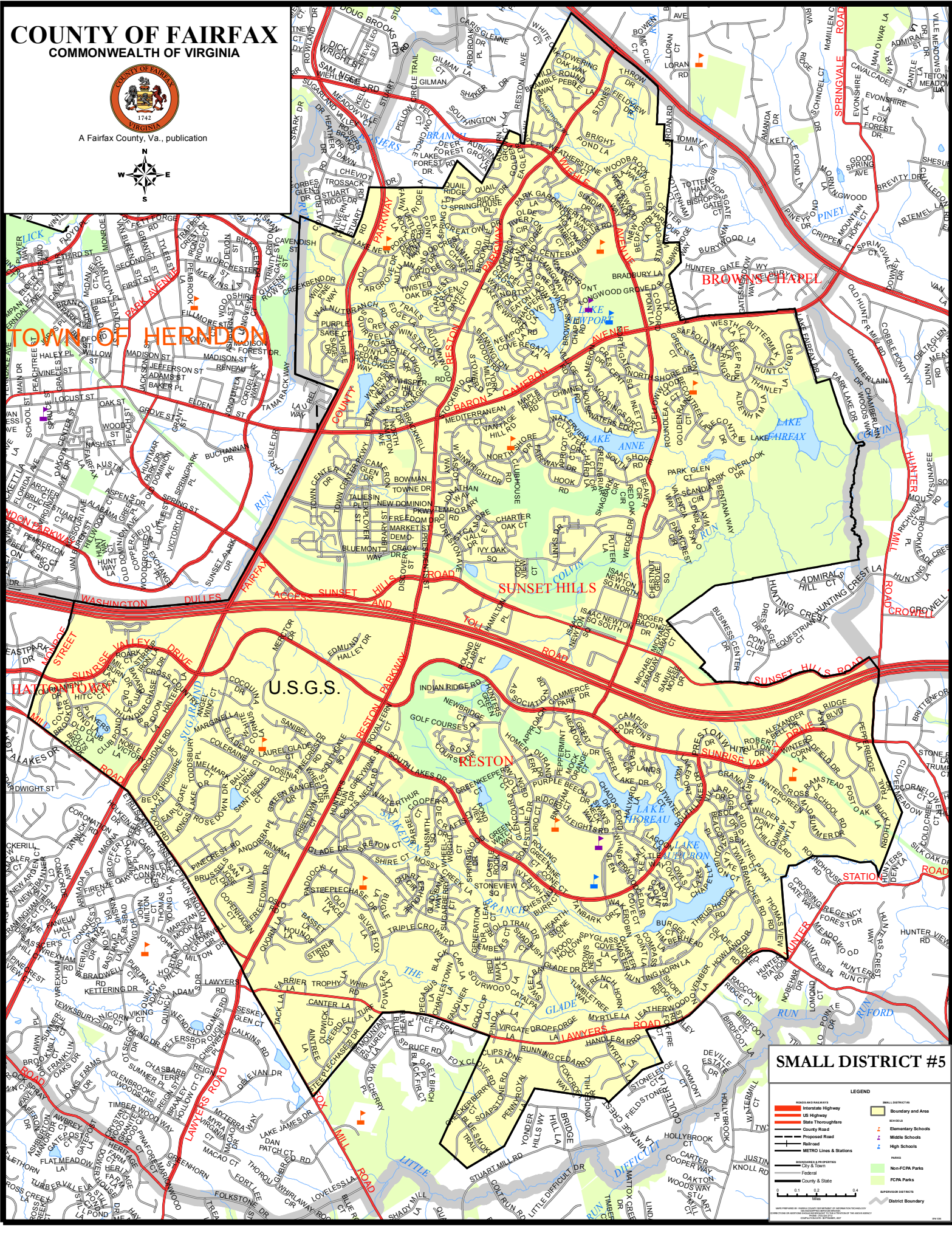
<b><u>Meeting</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
Annual Strategic Planning Session Held at Reston Association	Saturday	Jan 6	9:00 a.m. – 3:00 p.m.
Monthly Meeting (Long Range Planning Committee meets at 6:30 p.m. prior to the Monthly Meeting)	Monday	February 5	8:00 p.m.
Community Relations & Program/Policy Joint Meeting	Monday	February 12	6:30 p.m.
Monthly Meeting	Monday	March 4	8:00 p.m.
Community Relations & Program/Policy Joint Meeting	Monday	March 11	6:30 p.m.
Monthly Meeting	Monday	April 1	8:00 p.m.
Monthly Meeting	Monday	May 6	8:00 p.m.
Monthly Meeting	Monday	June 3	8:00 p.m.
Annual Public Hearing	Monday	June 24	6:30 p.m.
Monthly Meeting (Finance Committee Meeting to review year-end fiscal performance at 6:30 p.m.)	Monday	July 22	8:00 p.m.
Monthly Meeting (typically no meeting)	Monday	August 5	8:00 p.m.
Monthly Meeting	Monday	September 9	8:00 p.m.
Monthly Meeting	Monday	October 7	8:00 p.m.
Monthly Meeting	Monday	November 4	8:00 p.m.
Monthly Meeting	Monday	December 2	8:00 p.m.



# COUNTY OF FAIRFAX COMMONWEALTH OF VIRGINIA



A Fairfax County, Va., publication



## SMALL DISTRICT #5

**LEGEND**

- Small Districts: Boundary and Area
- Highways: Interstate Highway, US Highway, State Thoroughfare, County Road, Property Road
- Roads: Parkway, Road
- Railroad
- METRO Lines & Stations
- Waterways: Stream, Lake, Pond
- Schools: Elementary Schools, Middle Schools, High Schools
- Parks: Non-FCPA Parks, FCPA Parks
- Information: District Boundary

Scale: 0 1 2 3 4 Miles

### RCC TAX REVENUE HISTORY

FISCAL YEAR	Tax Rate	Tax Base	REVENUE	% +/- (prior year)	+/- in \$ (prior year)	Cumulative loss (+) of revenue
1986	0.06	1,706,228,333	1,023,737			
1987	0.06	2,241,961,667	1,345,177	31.40%	321,440	
1988	0.06	2,658,158,333	1,594,895	18.56%	249,718	
1989	0.06	3,381,215,000	2,028,729	27.20%	433,834	
1990	0.06	4,262,283,333	2,557,370	26.06%	528,641	
1991	0.06	4,689,821,667	2,813,893	10.03%	256,523	
1992	0.06	4,605,985,000	<b>2,763,591</b>	-1.79%	-50,302	50,302
1993	0.06	4,178,446,667	<b>2,507,068</b>	-9.28%	-256,523	306,825
1994	0.06	4,115,518,333	<b>2,469,311</b>	-1.51%	-37,757	344,582
1995	0.06	4,131,438,333	<b>2,478,863</b>	0.39%	9,552	335,030
1996	0.06	4,185,828,333	<b>2,511,497</b>	1.32%	32,634	302,396
1997	0.06	4,425,038,333	<b>2,655,023</b>	5.71%	143,526	158,870
1998	0.06	4,680,670,000	<b>2,808,402</b>	5.78%	153,379	5,491
1999	0.06	5,028,338,333	3,017,003	7.43%	208,601	
2000	0.06	5,714,085,000	3,428,451	13.64%	411,448	
2001	0.06	6,411,653,333	3,846,992	12.21%	418,541	
2002	0.06	7,502,006,667	4,501,204	17.01%	654,212	
2003	0.052	8,492,413,462	4,416,055	-1.89%	-85,149	tax rate change
2004	0.052	8,921,032,692	4,638,937	5.05%	222,882	
2005	0.052	9,902,757,692	5,149,434	11.00%	510,497	
2006	0.052	12,165,338,462	6,325,976	22.85%	1,176,542	
2007	0.047	14,816,914,894	6,963,950	10.08%	637,974	tax rate change
2008	0.047	15,015,670,213	7,057,365	1.34%	93,415	
2009	0.047	15,338,453,191	7,209,073	2.15%	151,708	
2010	0.047	14,004,121,277	6,581,937	-8.70%	-627,136	627,136
2011	0.047	12,486,276,596	5,868,550	-10.84%	-713,387	1,340,523
2012	0.047	12,613,236,170	5,928,221	1.02%	59,671	1,280,852
2013	0.047	13,156,054,550	6,183,346	5.36%	255,125	1,025,727
2014	0.047	13,529,984,960	6,283,904	1.63%	100,558	925,169
2015	0.047	13,868,234,584	6,770,434	7.74%	486,530	438,639
2016	0.047	14,422,889,110	6,907,035	2.02%	136,601	302,038
2017	0.047	14,758,216,290	7,157,732	3.63%	250,697	51,341
2018	0.047	15,229,217,021	7,493,132	4.69%	335,400	
2019	0.047	16,880,293,710	7,911,437	5.58%	418,305	
2020	0.047	18,095,783,080	8,459,975	6.93%	548,538	
2021	0.047	18,802,045,530	8,767,801	3.64%	307,826	
2022	0.047	19,426,082,500	9,024,196	2.92%	256,395	
2023	0.047	20,413,353,191	9,594,276	6.32%	570,080	
2024*	0.047	20,639,312,170	9,700,478	1.11%	106,202	

\* Based on Feb 2023 DTA estimates

	Revenue Decrease for years 1992-1998 as compared to 1991
	Revenue Decrease for years 2010-2017 as compared to 2009
	Tax Rate Decreased in years 2003 and 2007



# RESTON COMMUNITY CENTER ORGANIZATION CHART

## RCC BOARD OF GOVERNORS

Nine elected members

*Committees:*

Building; Community Relations; Finance; Long Range Planning; Preference Poll; Personnel; Program/Policy

**EXECUTIVE DIRECTOR**

**ACCREDITATION SPECIALIST**

**DEPUTY DIRECTOR**

### **AQUATICS DIRECTOR**

Aquatics Program Director  
Aquatics Operations Director  
Aquatics Operations  
Assistant Director  
Customer Svc. Rep.

### **ARTS & CULTURE DIRECTOR**

Technical Director  
Assistant Tech Directors (2)  
  
Arts Education Director  
Arts Ed Assistant.  
Box Office Manager  
Box Office Assistant

### **COMMUNICATIONS DIRECTOR**

Public Info Officer  
Graphic Artists (2)

### **FINANCE DIRECTOR**

Financial Specialist  
Personnel Specialist  
Procurement Specialist

### **LEISURE & LEARNING DIRECTOR**

Youth/Teen Program Director  
Youth Program Assistant  
Teen Program Assistant (E Status)  
  
Lifelong Learning Program Director  
Lifelong Learning Asst./RCC Rides Coordinator  
  
Fitness & Wellness Program Director  
Fitness & Wellness Asst. (E Status)

### **OFFSITE & COLLABORATION DIRECTOR**

Community Events Director  
Equity Partnerships Director  
Offsite Events Coordinator

**BUILDING ENGINEER**

### **CUSTOMER RELATIONS DIRECTOR**

Assistant Customer Relations Dir.  
Customer Svc Representatives

### **FACILITY SERVICES DIRECTOR**

Facility Operations Director  
Maintenance Team (5)

**NETWORK ADMINISTRATOR**



**Vision:** Reston Community Center enriches lives and builds community for all of Reston.

**Mission:** To create positive leisure, cultural and educational experiences that enhance the quality of life for all people living and working in Reston by:

- Providing a broad range of programs in arts, aquatics, recreation, enrichment and lifelong learning.
- Creating and sustaining community traditions through special events, outreach activities and facility rentals.
- Building community through collaboration and celebration.

**Values:** In accomplishing our mission and vision, Reston Community Center will be:

- A respectful, diverse organization that supports and nurtures its patrons, partners, volunteers, and staff.
- An organization that embraces inclusion and diversity, and actively promotes racial and social justice.
- An accountable steward of Reston's resources, sense of place and community traditions.
- An accepting and open organization free of physical, financial and cultural barriers.

## **INTRODUCTION**

The process of crafting a new strategic plan for Reston Community Center, that would guide RCC's work for the years of 2021 to 2026, began in January 2020. At that point, the Board of Governors and staff convened to discuss the trends emerging in our community and the preliminary results of a comprehensive Community Survey that was conducted in 2019. The planning discussion in January focused on developing a methodology for assuring as broad a cross-section of Reston's people as possible would participate in the kickoff event in February. The goal was to launch the community engagement process with particular care to hear from people who don't normally feel "invited" to shape the strategic direction of a community resource and agency.

The University of Virginia Center for Survey Research presented an outline of the 2019 Community Survey results and methodology in February 2020. More than 200 people were supported with interpretation, discussion facilitators and other hospitality efforts designed to assure a diverse cross-section of the community was able to participate. Those attending discussed the survey results as well as what priorities should guide a new strategic plan for RCC.

While the community engagement efforts to shape the plan priorities were interrupted by the onset of the COVID-19 pandemic in mid-March 2020, Board and staff restarted the planning process in April 2021. Consideration was given to both absorbing and incorporating the lessons of the pandemic, and to addressing the other upheaval of 2020 – the fight for racial and social justice. A follow-up SurveyMonkey inquiry was developed to test the broad concerns of the 2019 Community Survey against how people were feeling in the context of all that had happened in 2020. The short survey was delivered to the public in the summer of 2021 with a total of 267 participants providing open-ended comments across the six areas of investigation (feelings about RCC, facilities, equity, programs and services, and communications.)

The results of the SurveyMonkey and 2019 Community Survey were consistent. The University of Virginia Survey for Center Research presented an in-depth look at the statistical reliability of the 2019 methodology, and RCC staff provided conclusions about patterns of input to the SurveyMonkey at a community meeting in July 2021. The event was videotaped and posted to RCC's YouTube channel for community members to view. In August, RCC staff conducted two focus group discussions of the same topics with staff and residents involved with the Reston Opportunity Neighborhood program to ensure that their perspective was considered as the plan was drafted. Nine people who work across the program's neighborhood services spectrum were interviewed.

The plan elements that follow are the culmination of the research and engagement processes described above, and they reflect the lived experiences of 2020. Each contributes to the comprehensive sweep of the RCC 2021-2026 Strategic Plan goals and objectives. Strategies to achieve those goals and objectives are included within each of the six pillar areas to provide a platform for meaningful annual evaluation of whether the objectives are being realized. It is a plan that RCC's Board of Governors and staff hope will engage the community often to ensure that the goals and objectives continue to be aligned with the aspirations of Reston's people. The desired successes will depend equally on the energy with which RCC pursues its plan and the involvement of the community. The exciting future this plan suggests is waiting – it's time to move forward together.



## **STRATEGIC PLAN: Pillar I – Facilities**

**Goal:** RCC engages the community in planning for existing and new facilities to create or maintain RCC buildings that are flexible, technologically advanced, accessible, beautiful and environmentally friendly.

### **Objectives:**

- To support planning a new Reston venue for performing and other arts, that will be built with contributions from other funding partners and can be sustainably operated.
- To ensure that existing RCC facilities are well maintained and updated regularly as needed with improvements that will make them more accessible, useful and environmentally sound.
- To consider how RCC facilities can serve community needs and interests by regularly engaging with the community and partners on how they can be used.

### **OUTCOMES (Success Metrics):**

- Ensure meetings and engagement define a program for a new arts venue and what role (if any) RCC can or should play in realizing it.
- The agency maintenance and facility improvements software tool, Asset Essentials, is used to initiate routine repairs and long-range planning for facility maintenance and improvements.
- Regular maintenance calendars result in fully functional equipment and facilities.
- Engagement results in responsive, prompt changes or additions to the agency's Capital Improvement and Maintenance Plans.
- Facility improvements are made in each RCC building.

### **January 2023 UPDATES:**

- ✓ RCC Board of Governors, staff and leadership from the Department of Public Works and Environmental Services, as well as Supervisor Walter Alcorn's office, coordinated to complete an engagement and feasibility study pair of efforts to help identify program elements and costs associated with a possible new Arts Center enabled by a Boston Properties proffer (Block J).
- ✓ RCC Hunters Woods roof replacement project was completed with Phase 3 (over the theatre and related area).
- ✓ Both facilities' Wi-Fi platforms were replaced and improved in cooperation with the Department of Information Technology.
- ✓ Administrative and other staff area carpeting was replaced in both buildings.
- ✓ Security cameras were upgraded to meet Fairfax County Department of Emergency Management Services standards. The project is scheduled for completion in January 2023.
- ✓ RCC Lake Anne Kitchen renovation completed.
- ✓ RCC Lake Anne Fitness Studios were equipped with UV Filters to reduce possible spread of COVID-19 and other airborne virus particles.
- ✓ The Terry L. Smith Aquatics Center switched to use of liquid chlorine, which is cheaper and much easier to manage. The spa has been operating again since fall 2022 and is well utilized.

## **STRATEGIC PLAN: Pillar II – Equity**

**Goal:** RCC embodies the principles delineated in the One Fairfax Policy by putting equity at the forefront of meeting community needs and serves the people and neighborhoods of Reston through allocation of resources according to those needs and informed understanding of the community's diverse interests.

### **Objectives:**

- To participate as an active and engaged partner in Reston Opportunity Neighborhood (RestON).

- To regularly conduct outreach to the community that is welcoming, flexible and respectful.
- To assess barriers to the full enjoyment of leisure-time activities and implement strategies to eliminate those barriers.

#### **OUTCOMES (Success Metrics):**

- RCC provides meaningful content delivery to all neighborhoods served by Reston Opportunity Neighborhood (RestON).
- Newcomers, residents who have significant economic burdens, and non-English-speaking people are included in opinion-gathering (including surveys) and engagement meetings.
- Adaptations to content and services delivery are made on the basis of feedback from patrons or input from under-served communities.
- The RCC Fee Waiver program is robustly used.
- RCC content includes materials, artists, thought leaders, writers and teachers who illuminate the history of structural racism in the United States, tell stories of people whose voices have been excluded from representation, offer culturally authentic expressions of their roots, and who help bridge differences and celebrate diversity of perspectives.

#### **January 2023 UPDATES:**

- ✓ For the exploration of the Boston Properties Block J (possible Arts Center) proffer, engagement experiences included explicit outreach to underserved neighborhood representatives from RCC's Opportunity Neighborhood partners, and alternate language and text options were available.
- ✓ Regular outreach events immediately prior to RCC enrollment periods were established by the Equity Partnerships, Media and Customer Relations teams.
- ✓ Diva Central Dress donations were redistributed through an impromptu formalwear giveaway event at South Lakes High School that was coordinated with student leadership, teachers and RCC's Equity Partnerships Director – it served 60 students.
- ✓ A Dogwood Elementary School arts partnership involving RCC, RA, Public Art Reston, NCS and the school brought professional artist Hamilton Glass to work with the students to execute a new mural public art project at the Dogwood Elementary School (a Title One school) Park and Ride drop-off wall.
- ✓ RCC's *Equity Matters* brochure was designed and distributed at the outset of the fall season of program offerings to improve its impact and reach.
- ✓ A new partnership with Fairfax County NAACP was established to foster broader awareness of RCC programs, offerings, Fee Waiver support, and possible other partner relationship outcomes.
- ✓ A women-only swimming session on the first Saturday of each month was established and is held from 6:30 p.m. to 8:30 p.m. The 2022 attendance for these ranged between six and 12 participants, but that number will grow.
- ✓ RCC and Cornerstones collaborated with Reston National Golf Club to offer paid apprenticeships to teens living in the Opportunity Neighborhood Reston locations; a total of seven teens participated in winter/spring 2022.
- ✓ Dr. Ibram X. Kendi was presented in the CenterStage to an appreciative and influential audience. Other significant artists from BIPOC and people with disabilities communities who were presented in 2022 included: Baratunde Thurston, Keith Hamilton Cobb, Art Spiegelman, Anita Hollander, 123 Andres, The Kinsey Sicks, Josh Blue, Youn Sun Nah and Lulu Fall.
- ✓ The Reston Multicultural Festival was relocated to Reston Town Center – it presented seven National Heritage Fellows.

- ✓ Opportunity Neighborhoods-based Fun Around Town and Summer Family Crafternoon programs continued to grow attendance.
- ✓ RCC Rides provided 387 rides; this was accomplished using seven new volunteers and served 45 new riders.
- ✓ AARP Tax-Aide prepared 566 tax returns for low-to-middle income earners and older adults.

### **STRATEGIC PLAN: Pillar III – Community Connections**

**Goal:** RCC provides resources for Reston people and organizations that forge meaningful relationships to create a greater sense of belonging and community cohesion. RCC helps newcomers understand the community values upon which Reston was founded and appreciate Reston’s unique history.

#### **Objectives:**

- To implement and sustain collaborative efforts with other Reston organizations.
- To identify community and county initiatives that relate to RCC’s mission and provide resources that contribute to their success.
- To reach out to new neighborhoods and under-served areas of the broader community with content that can be delivered to people where they are and that will then inspire those who participate to engage more deeply with the community as a whole.
- To implement a community calendar of important events in conjunction with civic and non-profit partners that will help inform people of the rich array of opportunities to enjoy Reston experiences.
- To foster ongoing development of leadership in the community and help maintain the rich array of Reston nonprofit organizations that serve the community.

#### **OUTCOMES (Success Metrics):**

- RCC has meaningful opportunities for community engagement related to the RCC mission and Fairfax County Countywide Strategic Plan goals and objectives.
- RCC has a regular and well-known calendar of engagement events to support programs and services planning and budget development.
- RCC Board and staff members are involved in community planning initiatives.
- RCC has a full menu of offsite programs occurring year-round in new neighborhoods, complexes and plazas as well as neighborhoods lacking in resources or infrastructure – all offerings, regardless of where located, are high quality.
- RCC evaluates partnerships and sponsorships annually to ensure these continue to serve the agency and community as designed.
- Offsite programming and community initiative participation also serve as vehicles to promote deeper involvement with RCC in leadership roles, or to make connections to other Reston organizations for newcomers and young people.

#### **January 2023 UPDATES:**

- ✓ Engagement experiences for the exploration of a possible new arts center included online and in-person meetings.
- ✓ RCC connected with Reston Forward – a new organization for residents new to Reston and living in the Silver Line Corridor.
- ✓ RCC offerings at Reston Station expanded to include Take a Break Concert Series performances as well as a Silent Dance Party – a first-time event attracting more than 200 participants.

- ✓ RCC Board of Governors member Bill Penniman served the Reston Master Plan Task Force for all of 2022.
- ✓ Offsite programming was elevated to a stand-alone department level of RCC offerings with establishment of a new director position and realignment of the Community Events and Equity Partnerships (formerly Director of Outreach and Collaboration) – the new department is “Offsite and Collaboration” and oversees the nearly 100 summer concerts/family entertainment options RCC presents, as well as content delivery to emerging multi-family dwellings in the transit corridor and Reston’s Opportunity Neighborhoods.
- ✓ Reston Forward co-founder Shane Ziegler ran for the RCC Board of Governors and was appointed to begin serving in November 2022.

**STRATEGIC PLAN: Pillar IV – Programs and Services**

**Goal:** RCC programs evolve and adapt to a changing community; programs and content should be delivered in both RCC facilities and where people live, work and play. RCC programs and services address diverse interests, ages, cultures and ethnicities; they are high quality, innovative, well attended and affordable.

**Objectives:**

- To preserve the broadest possible access to RCC programs and services.
- To create and use engagement strategies that inform the design and implementation of RCC programs and services.
- To establish reliable and well-used patron feedback mechanisms to ensure constant evaluation of patron satisfaction.
- To use data to inform program planning and development.
- To have staff participate in professional organizations that provide resources for the fields of RCC concern: aquatics, arts, leisure and learning, and facility services.

**OUTCOMES (Success Metrics):**

- Customer satisfaction survey results consistently achieve “Agree/Strongly Agree” response rates of 90% or more.
- People of diverse interests and backgrounds participate.
- Participation in RCC programs and services increases across all areas.
- Program cancelation rates decrease.

**January 2023 UPDATES:**

- ✓ Participation continued to increase across all programming but is not yet fully back to pre-pandemic levels.
- ✓ To help prevent further disruption from COVID-19 spread and control for capacity, RCC established reservation systems for formerly drop-in offerings. The impact both reduced participation maximums and allowed for more effective communication to patrons if disruptions occurred, e.g., inclement weather closures, power outages, etc. as well as public health-related issues.
- ✓ New program offerings in 2022 included:
  - Expansion of water aerobics and aquatics fitness classes to six days a week.
  - Youth/Teen: Blacksmithing, Junior Robotic Safari, Coding, Painting on Tiles for Teens, Making Stuffed Toys.

- Fitness/Wellness: Balance and Mobility, Barre Fusion, Bolly X, Cardio Strength, Essentrics, Yoga, Forever Fit – new varieties of classes as well as new approaches.
- Osher Lifelong Learning Institute programs adapted to provide for hybrid, virtual and in-person learning experiences.
- Purchased and piloting use of OWL technology to expand access to Lifelong Learning Current Issues Discussion group members.

**STRATEGIC PLAN: Pillar V – Communications**

**Goal:** RCC is recognized as an essential community asset for achieving a high quality of life in Reston. RCC marketing, publications, digital footprints, and media-related outputs are compelling, broadly shared, accessible to all and reliable. RCC is a trusted community partner for advancing knowledge of Reston and its lifestyle assets to assure the broadest possible enjoyment of those.

**Objectives:**

- To have recognizable images, a widely known logo, branding and messaging that are consistent across our platforms and well-known to community audiences.
- To consistently communicate with multiple tools (e.g., multi-lingual options, accessible web content, regular communications vehicles, and a well-established social media presence) that will collectively appeal to different consumers.
- To deploy a new website that is mobile device-friendly, easily used and broadly accessed to engage with patrons, make RCC purchases, and offer a comprehensive community calendar solution for Reston nonprofits and civic organizations.

**OUTCOMES (Success Metrics):**

- RCC examines its logo, spirit line and related language and imagery to determine whether or not they need refreshing or change.
- New media tools are developed and implemented to broaden RCC’s reach (e.g., blogs, vlogs, livestreaming, etc.)
- A new responsive RCC website is established with a comprehensive community calendar embedded in it.
- Language translation is available to RCC patrons who visit RCC facilities and use the RCC website.
- RCC social media platform metrics are examined regularly, and successful strategies are implemented to grow engagement on those platforms as measured by engagement reports and statistics.

**January 2023 UPDATES**

- ✓ Logo reexamination and discussions among partner organizations suggested the RCC logo and tagline continued to be relevant and well-recognized. Refreshing either while finalizing a new website platform was not advised.
- ✓ New website is in second round of beta-testing; it will feature a tool that translates text to several common languages including Spanish, Arabic, Korean, Vietnamese, Chinese/Mandarin, Amharic, and Urdu. With the simple click of a button, users will be able to select their preferred language and website text will be instantly translated.
- ✓ Partners are testing the new website’s community calendar feature.
- ✓ The new website launch will occur in the first two months of 2023 pending final testing and training on the related new Content Management System (CMS).



- ✓ Fairfax County agencies are in process on evaluation of language resource tools and best practices to implement.
- ✓ To increase open rates and lessen email fatigue, RCC reduced messaging to patrons from six to four e-newsletters per month. In the last 12 months, the newsletter open rate is up 29% percent compared to the previous 12 months
- ✓ Facebook posts: incorporated more call-to-action messaging with relevant images and less text; cross-promoted short reels and images to Instagram.
- ✓ Key 2022 Social Media metrics (through 12/21/22):

<b>FACEBOOK</b>	2021	2022	<b>Instagram</b>	2021	2022
Reach	126,906	208,672 (66.2%)	Reach	18,421	35,944 (100%)
Likes	4.2K	Flat	Likes	2.3K	Flat
Visits	6,308	5,362	Visits	3,131	3,036
Audience	78% W35-44	Flat	Audience	71% W25-34	Flat

*Reach - number of unique individuals who have seen any content related to pages.*

*Visits - represent people that visit pages.*

- ✓ RCC sponsorships expanded to include new events such as the Reggae Festival at Lake Anne Plaza, South Lakes High School Theatre and Choral Departments' spring joint performances, and a growing program portfolio for the Greater Reston Chamber of Commerce.

**STRATEGIC PLAN: Pillar VI – Stewardship and Accreditation**

**Goal:** RCC maintains its accreditation by the Commission on Accreditation of Park and Recreation Agencies (CAPRA) and achieves re-accreditation in 2025. RCC planning and operations are responsibly undertaken with community input, sustainable practices, sound fiscal management and consistent use of data to inform decision-making. As a Fairfax County agency, RCC complies with all requirements of such public service entities with respect to administration and management of its resources.

**Objectives:**

- To ensure that equity, accessibility and environmentally sound practices inform all facility planning, projects, maintenance and repair efforts.
- To ensure that the best practices required of Fairfax County agencies and enumerated by the CAPRA accreditation standards are routinely reviewed, followed, updated and in alignment with RCC functions.
- To consistently deliver programs and services that meet with patron satisfaction and to provide regular meaningful ways to measure that satisfaction.
- To pursue the objectives of the Fairfax County Countywide Strategic Plan that are aligned with RCC's mission.

**OUTCOMES (Success Metrics):**

- RCC's accreditation materials are reviewed annually or in concert with required review cycles and are updated as needed.
- RCC's planning documents are reviewed annually and updated as needed.
- RCC's budget, fiscal reports and financial/human resources operations are clear, transparent, follow all required reporting formats and adhere to deadlines.
- RCC financial and performance reports are delivered on a regular basis.

- When scheduled, agency audits produce reports of few to no findings.
- RCC submits data as needed to Fairfax County departments monitoring Countywide Strategic Plan metrics as requested.
- RCC feedback mechanisms provide results affirming high levels of customer satisfaction and participation.

### January 2023 UPDATES:

- ✓ Annual accreditation and NRPA data reports were completed.
- ✓ Implementation of DocuSign resulted in significant paper use reduction for internal processes and it's now standard also for all facility rental agreements for patrons.
- ✓ A new Offsite and Collaboration Department was established, and related budget reallocations and business systems assignments accomplished.
- ✓ RCC made 11 merit hires (employees who earn the full menu of benefits of county employment); five of the eleven were transfers or promotions of active RCC employees. A total of 110 hires, rehires, additional positions or transfers were processed. RCC managed four retirements of long-term merit employees.
- ✓ Several temporary positions were reclassified to benefits-eligible positions (employee can purchase health insurance) to accommodate increases in work hours for Aquatics and Performing Arts teams.
- ✓ Pay increases were implemented to assist with recruitment of lifeguards.
- ✓ Pandemic Appreciation Leave was provided to employees (merit only) who didn't use COVID-19 leave programs in 2020-21.
- ✓ A Paid Family Leave benefit was added by Fairfax County.
- ✓ Reclassifications of existing vacant positions were accomplished to establish the jobs of Director of Offsite and Collaboration, and Assistant Director of Aquatics Operations.
- ✓ A Pay Compression Study was completed to achieve greater pay equity among RCC positions; final compensation impacts will be released in January 2023.
- ✓ The Department of Finance issued updated Financial Policy Statements for bank reconciliation, billing and collections, financial reconciliation, and processing monetary receipts.
- ✓ RCC processed 1,461 financial documents and RCC staff collectively worked a total of 141,030 hours during 2022.
- ✓ RCC continued to achieve the Customer Satisfaction benchmarks of 90% agree or strongly agree across the six metrics measured for each line of business.

### METHODOLOGY

To meet the goals and objectives of Reston Community Center's Strategic Plan 2021-2026, the Board of Governors and staff establish annual budgets, program plans, plan review processes and data collection practices. The data collected includes:

- Participation counts
- Customer satisfaction surveys
- Patron inputs from comment/suggestion cards
- Patron inquiries or input to [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov)

Annual budget and program planning considers RCC's strategic planning goals and objectives. The staff evaluates the results of the prior year efforts and presents those to the Board of Governors in a two-day planning session to assess success or discuss obstacles to achievement of the plan metrics. That two-day meeting is held in January. From February to June, the Board and staff engage with the community to

discuss progress, assess the validity of the goals and objectives, adapt if needed, and develop the budget and other resources needed to continue progress. At the June Annual Public Hearing for Programs and Budget, the plan progress is outlined, and a budget presentation is made. Following input from the community, the Board provides direction to staff on preparation of the agency budget.

Staff review programming and services delivery on an ongoing basis to ensure that these elements are considered:

- Pricing and cost recovery consistent with the RCC Policy Framework.
- Variety across age cohorts.
- Diversity of content.
- Delivery of programs and services to the entire community.
- Equitable resourcing where barriers related to status, economic means, disabilities or other factors inhibit the ability of patrons to participate.

Beyond these general approaches to achieving the Strategic Plan objectives, particular strategies are identified for each Pillar of the Strategic Plan that will provide evidence of success.

## **CONCLUSION**

The success or failure of any plan depends on the active monitoring of it by all stakeholders. RCC seeks the participation of the community both in developing a strategic plan and in executing the strategies to ensure that its goals and objectives are achieved. The Board of Governors and staff turn to the coming five years with excitement and a commitment to fostering a shared, positive vision of Reston and its diverse neighborhoods, businesses and organizations.

Together, we can continue the success of this exceptional community in becoming the vision of its founder, Robert E. Simon Jr. His dream for Reston was that it be a place where everyone could realize their full potential and thereby make a meaningful contribution to a thriving community. Reston Community Center remains committed to being a catalyst for that dream to become reality.

# RESTON COMMUNITY CENTER ORGANIZATION CHART

## RCC BOARD OF GOVERNORS

Nine elected members

*Committees:*

Building; Community Relations; Finance; Long Range Planning; Preference Poll; Personnel; Program/Policy

**EXECUTIVE DIRECTOR**

**ACCREDITATION SPECIALIST**

**DEPUTY DIRECTOR**

### **AQUATICS DIRECTOR**

Aquatics Program Director  
Aquatics Operations Director  
Aquatics Operations  
Assistant Director  
Customer Svc. Rep.

### **ARTS & CULTURE DIRECTOR**

Technical Director  
Assistant Tech Directors (2)  
  
Arts Education Director  
Arts Ed Assistant.  
Box Office Manager  
Box Office Assistant

### **COMMUNICATIONS DIRECTOR**

Public Info Officer  
Graphic Artists (2)

### **FINANCE DIRECTOR**

Financial Specialist  
Personnel Specialist  
Procurement Specialist

### **LEISURE & LEARNING DIRECTOR**

Youth/Teen Program Director  
Youth Program Assistant  
Teen Program Assistant (E Status)  
  
Lifelong Learning Program Director  
Lifelong Learning Asst./RCC Rides Coordinator  
  
Fitness & Wellness Program Director  
Fitness & Wellness Asst. (E Status)

### **OFFSITE & COLLABORATION DIRECTOR**

Community Events Director  
Equity Partnerships Director  
Offsite Events Coordinator

**BUILDING ENGINEER**

### **CUSTOMER RELATIONS DIRECTOR**

Assistant Customer Relations Dir.  
Customer Svc Representatives

### **FACILITY SERVICES DIRECTOR**

Facility Operations Director  
Maintenance Team (5)

**NETWORK ADMINISTRATOR**





# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 3, 2023

**TO:** Christina Jackson, Chief Financial Officer  
Fairfax County Government

Philip A. Hagen, Director  
Department of Management and Budget

**FROM:** Beverly A. Cosham, Chair  
Reston Community Center Board of Governors

Leila Gordon, Executive Director  
Reston Community Center

**SUBJECT:** FY25 Budget Submission

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The FY25 Budget request for Reston Community Center (RCC) is \$13,280,907.

Reston Community Center's FY25 Budget includes the following:

- The amount of \$7,703,849 for personnel, which is our calculation for merit and seasonal employees, as well as related benefits costs, based on FOCUS HCM data and program requirements.
- The amount of \$3,630,838 for operating expenses. This calculation is based on facility operating costs and programs and services requirements.
- The amount of \$1,946,220 for capital projects.
- The estimated revenue for FY25 is \$11,569,278.

Funding for the FY25 Budget Submission is available in Sub-fund 40050, including funding for the Managed Reserve accounts established in 1989 (and modified in 2009, 2019 and 2022) for the long-term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 26, 2023. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2023.

**Cc:** Office of Hunter Mill District, Supervisor Walter L. Alcorn  
Chris Leonard, Deputy County Executive for Health, Housing and Human Services  
Amanda Griffith, Department of Management and Budget  
Dana Thompson, Department of Management and Budget







# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 3, 2023

**TO:** Christina Jackson, Chief Financial Officer and  
Director, Department of Management and Budget

Philip A. Hagen, Director  
Department of Management and Budget

**FROM:** Beverly A. Cosham, Chair  
RCC Board of Governors

Leila Gordon, Executive Director  
Reston Community Center

**SUBJECT:** FY25 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement/Capital Maintenance Plan (CIP/CMP) on June 26, 2023, in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the below described FY25 funding at its Board meeting on October 2, 2023. The following projects are part of RCC's CIP and funding is requested for:

<b>CC-000001-019 Elevator Replacement RCC Hunters Woods</b>	<b>\$75,000</b>
Additional funding for replacement of the elevator in RCC Hunters Woods as it is nearing the end of its useful life.	
<b>CC-000001-020 RCC HW Energy Use Reduction</b>	<b>\$671,220</b>
<b>CC-000001- 021 RCC on Wheels Vehicle</b>	<b>\$400,000</b>
<b>CC-000001-022 RCC HW Complete Overhaul of Display Systems</b>	<b>\$100,000</b>
<b>CC-000001- 023 RCC HW Installation of New Timeline Exhibit</b>	<b>\$100,000</b>
<b>CC-000001-024 RCC HW/LA Renovation of Office Systems Furniture</b>	<b>\$500,000</b>
<b>CC-000001-025 RCC HW Restroom Renovation</b>	<b>\$100,000</b>
<b>Total FY25 Capital Project and Capital Equipment Requirements:</b>	<b>\$1,946,220</b>

The FY25 Capital Projects and Capital Equipment expenditures listed above are supported by allocations in Sub-Fund 40050.

Xc: Office of Hunter Mill District, Supervisor Walter L. Alcorn  
Chris Leonard, Deputy County Executive for Health, Housing and Human Services  
Brian Kincaid, Analyst, Office of Management and Budget  
Amanda Griffith, Analyst, Office of Management and Budget

**Reston Community Center**

2310 Colts Neck Road  
Reston, Virginia 20191

703-476-4500 phone • TTY 711 • 703-476-8617 fax

[www.restoncommunitycenter.com](http://www.restoncommunitycenter.com)



**CORRECTED  
10/2/23**

**FUND STATEMENT**

<b>Category</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Adopted Budget Plan</b>	<b>FY 2024 Revised Budget Plan</b>	<b>FY 2025 Advertised Budget Plan</b>	<b>FY 2025 Adopted Budget Plan</b>
<b>Beginning Balance</b>	<b>\$9,095,686</b>	<b>\$8,599,349</b>	<b>\$10,658,955</b>	<b>\$10,658,955</b>	<b>\$10,658,955</b>
Revenue:					
Taxes	\$9,594,699	\$9,500,478	\$9,700,478	\$10,063,655	\$10,063,655
Interest	197,113	15,870	15,870	75,000	75,000
Vending	137	1,600	1,600		
Aquatics	344,244	425,000	425,000	425,000	425,000
Leisure and Learning	326,604	479,408	430,755	520,678	520,678
Rental	215,373	181,000	181,000	181,000	181,000
Arts and Culture	288,463	303,645	303,645	299,370	299,370
Offsite & Collaboration				4,575	4,575
<b>Total Revenue</b>	<b>\$10,966,633</b>	<b>\$10,907,001</b>	<b>\$11,058,348</b>	<b>\$11,569,278</b>	<b>\$11,569,278</b>
<b>Total Available</b>	<b>\$20,062,319</b>	<b>\$19,506,350</b>	<b>\$21,717,303</b>	<b>\$22,228,233</b>	<b>\$22,228,233</b>
Expenditures:					
Personnel Services	\$5,760,095	\$7,058,102	\$7,086,346	\$7,703,849	\$7,703,849
Operating Expenses	3,039,863	3,319,771	3,785,579	3,630,838	3,630,838
Capital Equipment	0	0	0		
Capital Projects	603,406	335,000	2,058,457	1,946,220	1,946,220
<b>Total Expenditures</b>	<b>\$9,403,364</b>	<b>\$10,712,873</b>	<b>\$12,930,382</b>	<b>\$13,280,907</b>	<b>\$13,280,907</b>
<b>Total Disbursements</b>	<b>\$9,403,364</b>	<b>\$10,712,873</b>	<b>\$12,930,382</b>	<b>\$13,280,907</b>	<b>\$13,280,907</b>
<b>Ending Balance<sup>1</sup></b>	<b>\$10,658,955</b>	<b>\$8,793,477</b>	<b>\$8,786,921</b>	<b>\$8,947,326</b>	<b>\$8,947,326</b>
Maintenance Reserve	\$1,315,996	\$1,308,840	\$1,327,002	\$1,388,313	\$1,388,313
Feasibility Study Reserve	219,333	218,140	221,167	231,386	231,386
Capital Project Reserve	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Economic and Program Reserve	2,123,626	266,497	238,752	327,627	327,627
Unreserved Balance	0	0	0	0	0
<b>Tax Rate per \$100 of Assessed Value</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>

The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. The available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies. The Maintenance Reserve is equal to 12 percent of total revenue, the Feasibility Study Reserve is equal to 2 percent of total revenue, and the Capital Project Reserve has a limit of \$7,000,000.



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## **MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA, AND THE GOVERNING BOARD OF THE RESTON COMMUNITY CENTER**

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## **Section 1      Purpose**

The purpose of this Memorandum of Understanding between the Fairfax County Board of Supervisors and the Governing Board of the Reston Community Center is to establish the roles, responsibilities, and duties of both entities in regard to the governance and the operation of the Reston Community Center.

## **Section 2      Definitions**

When used in this Memorandum of Understanding, the following words and phrases shall have the meanings ascribed to them in this section except in those instances in which the context clearly indicates a different meaning:

“Board of Supervisors of Fairfax County, Virginia” or “Board of Supervisors” means the governing body of Fairfax County, Virginia, which also serves as governing body of all the sanitary, small, and local tax districts within the County, as provided by Virginia law.

“Chairperson” means the member of the Governing Board of the Reston Community Center who shall preside at meetings of the Governing Board and shall be responsible for the actions set forth below.

“Governing Board” means the Governing Board of the Reston Community Center in Small District No. 5.

"Meeting" means a meeting of the Governing Board or any committee or subcommittee of the Governing Board, as a body or entity or as an informal assemblage, where the business of the Reston Community Center is discussed, when as many as three members or a quorum, if less than three, are present, whether or not votes are cast, and as further defined by the Virginia Freedom of Information Act.

“Reston Community Center” and “RCC” mean the current and future facilities, services, and programs, provided by Small District No. 5 to the persons who reside and/or are employed within Small District No. 5.

“Small District No. 5” means Small District No. 5 as originally created within portions of the Centreville Election District of Fairfax County, Virginia, and now located within the Hunter Mill Election District of Fairfax County, Virginia, as established and defined in the action of the Board of Supervisors of March 24, 1975, as amended on November 20, 2006, and as may be amended thereafter.

## **Section 3      Responsibilities of the Governing Board**

A.      The Governing Board shall be responsible for the development of policies and plans for the Reston Community Center’s operation, programming, personnel, and financial

management, as set forth below. Such policies and plans shall be in accordance with established policies of Fairfax County.

B. Operations

The Governing Board shall provide a written policy governing the use of the buildings, and it shall undertake long-range planning of operational needs. The Governing Board shall hold public meetings as deemed necessary and maintain other channels for resident input.

An Executive Director shall manage the daily operations of the Reston Community Center, and the staff of the Reston Community Center shall be responsible for providing the services, programming, and activities authorized by the Governing Board. The Executive Director also shall maintain files for the Memorandum of Understanding and for documentation of the Reston Community Center's history, the minutes of the Governing Board and its decisions, and the operation of the Center.

C. Programming

The Governing Board shall be responsible for establishing policies governing the programs, services and activities of the Reston Community Center and the use of its facilities. In addition, the Governing Board may approve offering recreational, arts, educational and related services, programs, and activities at locations other than the Reston Community Center(s), provided they are offered for the persons who reside and/or are employed within Small District No. 5.

The Governing Board shall make such reasonable efforts as it deems necessary to ascertain the current and future needs and interests of persons who reside and/or are employed within Small District No. 5 and to provide a wide selection of programs, services and activities to meet the diverse interests, ages, and physical capabilities of the community.

The Governing Board also shall evaluate the effectiveness of these policies and their implementation of RCC policies and programs with a variety of means and methods.

D. Personnel Management

In accordance with established Fairfax County personal service contract procedures, the Governing Board shall contract directly for the position of Executive Director, who will be responsible to the Governing Board. The Executive Director will serve as the appointing authority for all other employees (with the aid of the Fairfax County Department of Human Resources) and will assure compliance with existing personnel policies and procedures. All Reston Community Center employees shall be rated or reviewed in accordance with established County personnel policies and procedures under the direction of the Executive Director.



The Governing Board will recommend the establishment of new positions and will develop appropriate job descriptions with the assistance of the Executive Director and the Department of Human Resources. The Department of Human Resources will recruit candidates and refer them to the Reston Community Center, according to established procedures. All personnel actions and payroll administration shall be processed in accordance with applicable ordinances and established procedures of the County of Fairfax.

E. Financial Management

The Governing Board shall create fiscal guidelines for both current and long-range objectives, and it shall develop a three-year financial forecast as part of the annual budget process. The Governing Board also shall oversee the preparation and submission of the annual budget and quarterly reviews for transmittal to the County Executive and to the Department of Management and Budget for review prior to submission to the Board of Supervisors for their final approval.

The Department of Management and Budget and other County agencies will provide budgetary and accounting support as needed. The Department of Management and Budget will review the annual budget and quarterly reviews and provide the same level of day-to-day fiscal monitoring as with other County agencies.

The Governing Board shall comply with Fairfax County standards of fiscal accountability and it shall ensure that annual expenditures remain within the level appropriated by the Board of Supervisors.

F. Income Management

Funds derived from the levy imposed on real property within Small District No. 5 and from user-fee schedules shall be maintained and administered as required by law and under procedures established and approved by the Board of Supervisors. The Governing Board may provide its recommendation on the levy to the Board of Supervisors and the Board of Supervisors shall establish the annual levy on real property within Small District No. 5. The Governing Board shall make policy decisions concerning the portions of operations and programs that shall be supported by tax revenues and by user fees. The Executive Director shall comply with those adopted policies.

The Governing Board also may accept gifts, endowments, and grants where not prohibited by State Law and County ordinances. Funds from such sources shall be allocated in the budget of the Reston Community Center at the discretion of the Governing Board, and these funds may be applied to capital expense, program costs, or operating and maintenance requirements.

G. Disbursement of Funds

Small District No. 5 funds, including, but not limited to, taxes, user fees, gifts and grants and any interest derived from such funds, shall not be disbursed for any purpose other than for RCC programs, services and activities (which may include programs, services or activities undertaken jointly with other community organizations) and for the purposes of acquiring, constructing, maintaining or operating, or contracting for such acquisition, construction, maintenance or operation of the RCC facilities within Small District No. 5. Small District No. 5 funds shall be expended primarily for the benefit and/or use of constituents of Small District No. 5. Petty Cash shall be maintained in a place and manner subject to approval and review by the County Director of Finance.

H. Procedure to Contract for Goods and Services: The Governing Board may forward requests to enter into a contract for goods or services to the appropriate County department or agency for review and recommendation.

I. Capital Projects:

All capital projects, regardless of source of funds, shall be reviewed by appropriate County agencies as required by established County procedures. Capital projects shall be included in the Capital Improvement Plan. A comprehensive master capital plan, including justification, for all projects shown therein, and a three-year financial plan to support capital funding requests shall be prepared annually by the Governing Board and submitted for approval to the Board of Supervisors. Provision will be made by the Governing Board for soliciting resident input regarding the advisability of embarking on major capital projects. The Board of Supervisors shall approve all capital construction projects and any major changes in the scope of work of any such project.

**Section 4**      **Composition of the Governing Board, Terms, Selection of Members, and Removal from Office**

A. The Governing Board shall consist of nine members, each of whom shall be at least 18 years of age and shall reside within Small District No. 5. In a process to be concluded in October of each year, residents of Small District No. 5 may select three (or, in the case of unfilled vacancies, more) of the nine members for the Governing Board in a Preference Poll. All residential property households and each commercial property address in Small District No. 5 shall be eligible to cast one vote per property address (residential or commercial.) The Governing Board shall use reasonable efforts to identify eligible property addresses. The means and method of the Preference Poll shall be determined by the Board of Governors and shall be constituted in such a manner as to facilitate voting, to permit a secure process that assures only those who are eligible participate, and to assure that the results of said voting are tallied independently of the members of the Board of Governors, candidates, candidates' supporters, and Reston Community Center employees. The Preference Poll shall be conducted to allow for a published period of voting and tallying of the results.

The results of the preference poll shall be reported to the Board of Supervisors within one week of completion of the poll for consideration in the appointment of members. Subject to

the approval of the Board of Supervisors, those persons receiving the greatest number of votes will then be appointed to the Governing Board. The results of the annual preference poll, including names and numbers of votes, shall be retained by both the Governing Board and the Clerk to the Board of Supervisors.

B. Except as otherwise provided herein to fill a vacancy, each member shall be appointed for a three-year term. Terms shall be staggered to permit continuity of experience. Three members shall be selected each year for three-year terms. Members may be selected for less than a three-year term, if necessary, to fill out the balance of an unexpired term under the provisions of this section. Members of the Governing Board may be reselected at the will of the people as long as they meet the residency requirements.

C. Any resident of Small District No. 5 shall be eligible to file for appointment to the Governing Board if he or she is at least 18 years of age and applies for a place on the ballot in the manner approved by the Governing Board; provided, however, that no household shall be represented by more than one family member.

D. In the event of the death, disability, or resignation of a member of the Governing Board, or if a member no longer is a resident of Small District No. 5, then there shall be a vacancy on the Governing Board. Vacancies on the Governing Board occurring between preference polls may be filled by appointment by the Board of Supervisors. The Governing Board may recommend the names of eligible candidates from the preceding Governing Board Preference Poll. Such appointment shall be valid for the balance of the unexpired term.

E. The Board of Supervisors shall have sole authority to remove members of the Governing Board for cause. The Governing Board may, by vote of two-thirds of its members, establish criteria for non-performance or actions detrimental to Small District No. 5. If a member of the Governing Board violates these criteria, then the Governing Board may vote, by a two-thirds majority of the members of the entire Governing Board, to inform the Board of Supervisors of the violation and request that the vote of the Governing Board be taken into consideration by the Board of Supervisors. Should a member of the Governing Board be removed in this manner, then there shall be a vacancy, which shall be filled in accordance with the provisions of this Section.

F. Each year following the preference poll, the Chair of the Governing Board shall appoint a Preference Poll Committee composed of those members of the Governing Board who are not running for selection the following year. That Preference Poll Committee shall develop recommended procedures for selecting members for the following year. In addition, subsequent to each annual preference poll, the Selection Committee will submit a report to the Governing Board that analyzes selection procedures and recommends appropriate changes, if any.

## **Section 5      Officers of the Governing Board**

The Governing Board shall have the following officers, who shall have the duties and responsibilities described below:

Chairperson, who shall be elected annually by the members of the Governing Board from among its members, and who shall preside over all meetings, represent the Governing Board at official functions and ceremonial events, and perform such other duties as directed by the Governing Board.

Vice-Chairperson, who shall be elected annually by the Governing Board from among its members, and who shall preside at meetings in the absence of the Chairperson and perform such other duties as may be directed by the Governing Board.

Secretary, who shall be elected annually by the Governing Board from among its members, and who shall keep the official minutes of all regular and special meetings of the Governing Board, preserve those minutes in a manner outlined by the Governing Board, and prepare such correspondence as may be directed by the Chairperson or the Governing Board.

Treasurer, who shall be elected annually by the Governing Board from among its members, to act as the chief financial officer of the Governing Board.

Officers shall be elected at the first Governing Board meeting following the annual appointment of new Governing Board members by the Board of Supervisors; provided, however, in the event that there is a vacancy in the one or more of these offices, then the Governing Board shall appoint a successor or successors from among the members of the Governing Board.

## **Section 6      Meetings of the Governing Board**

A. Regular Meetings shall be held each month on a day to be fixed by each Governing Board at its first meeting and announced to the public. The Chairperson or a majority of the Governing Board members may cancel such meetings when proper notice is given to the members of the Governing Board and the public.

B. Special Meetings may be called by the Chairperson or at the written request of two or more Governing Board members. The Chairperson is charged with the responsibility of assuring that all Governing Board members are given proper notice at least 24 hours in advance of said meeting. Proper notice shall be in writing delivered to a member or to the place of residence or business of a member, and such notice shall include purpose, time, and place of meetings. Every effort will be made to schedule special meetings on the same day of the week as the regular meetings; provided, however, such special meetings may be held at such other times as may be required. The Chairperson is responsible for notifying the Executive Director and the members of the Governing Board when special meetings are scheduled. The Executive Director shall cause the public to be notified of the time and place

of any special meeting scheduled, which shall be done in accordance with the requirements of the Virginia Freedom of Information Act, as amended.

C. All regular and special meetings of the Governing Board shall be held within Small District No. 5; provided that the Governing Board may conduct an annual planning meeting at a location inside or outside Small District No. 5.

D. All meetings, work sessions, or informal gatherings of at least three Board members shall be open to the public; provided, however, that the Governing Board may meet in closed session only when appropriate to do so and in accordance with the procedures set forth in the Virginia Freedom of Information Act, as amended. No closed meeting shall be held unless the Governing Board has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting, (iii) provides notice in accordance with Virginia Code § 2.2-3711, and (iv) makes specific reference to the applicable exemption from open meeting requirements provided in subsection A of Virginia Code § 2.2-3712. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting of the Governing Board. No resolution, rule, contract, regulation, or motion adopted, passed or agreed to in a closed meeting shall become effective unless, following such meeting, the Governing Board reconvenes in open meeting and takes a vote of the membership on such resolution, rule, contract, regulation, or motion which shall have its substance reasonably identified in the open meeting. In conducting a closed session, the Governing Board shall restrict its discussion during the closed session only to those matters specifically authorized for such closed sessions by the Virginia Freedom of Information Act and identified in the motion adopted prior to the conduct of the closed session. At the conclusion of any closed session, the Governing Board shall immediately reconvene in public session in an open meeting and shall take a roll-call vote certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered by the Governing Board in closed session.

E. Public notice of meetings shall be provided in accordance with the requirements of the Virginia Freedom of Information Act by posting in the Reston Community Center. Except for special meetings, notice of any meeting shall be posted at least three working days prior to the meeting. Notice, reasonable under the circumstances, of special meetings shall be given contemporaneously with the notice provided to members of the Governing Board. Additional notice of meetings of the Governing Board shall be provided by electronic means on the Internet site maintained by Fairfax County and/or Reston Community Center.

## **Section 7 Quorum and Actions of the Governing Board**

A. Except as specifically provided herein, in order to conduct business at any meeting of the Governing Board or a committee of the Governing Board, there shall be at least a quorum of the members who are physically assembled at a meeting location. A quorum is the minimum number of members who must be present at a Governing Board or committee



meeting for the transaction of business. A majority of the members of the Governing Board or any committee of the Governing Board shall constitute a quorum of that body. The Chairperson or the presiding officer of the Governing Board shall be included and counted in determining the presence or absence of a quorum at all Board meetings. Committee Chairperson(s) will be included and counted in determining the presence or absence of a quorum at all Committee meetings. A temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted. The Secretary or Chairperson shall suggest the absence of a quorum prior to the taking of any action. If absence of a quorum is not noted by either of these officers, any member may suggest absence of a quorum. Failure to recognize or suggest absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action. However, a member may participate in a meeting of the Governing Board or a meeting of a committee of the Governing Board from a remote location pursuant to Virginia Code § 2.2-3708.1, but any such member who is participating from a remote location shall not be counted in determining whether a quorum is present.

Business conducted without a quorum present is not valid. In the absence of a quorum, those members in attendance can adjourn, recess, or take measures to establish a quorum. If a meeting opens with a quorum but a member leaves and a quorum has been lost, no other business can be conducted during that meeting unless and until the quorum is restored. In the absence of a quorum, members of the Governing Board may discuss matters relevant to the Reston Community Center, provided no action is taken.

B. Actions of the Governing Board shall be taken in one of these three ways:

Resolutions – shall be proposed in writing, and a copy shall be delivered to all members of the Governing Board at least 24 hours prior to a vote on its adoption.

Motions – where action of the Governing Board is required on matters simply stated, action may be taken upon oral motion.

Unanimous Consent – where no formal action is required and no objection is heard, a request of a member shall be deemed a request of the Governing Board without further action when such request is made at a meeting with a quorum present, and the Chairperson states that such a request shall be deemed a request of the Governing Board.

C. Votes shall be taken on motions and/or resolutions made and seconded by members of the Governing Board. All motions and resolutions submitted to the Governing Board for decision shall be determined by a vote of a majority of the members of the Governing Board present and voting on such questions except those questions related to contracts, which require the majority of the entire Governing Board. All motions and resolutions related to capital improvement projects or other substantial capital expenses involving expansion beyond the current facility footprint or any recommended change to the Small District No. 5 tax rate shall require a two-thirds majority vote of the entire Governing Board. A roll call shall be taken when requested by any member of the Governing Board.

Prior to taking any vote on any motion or resolution, the Chairperson shall restate the motion or resolution, or alternatively, the Chairperson may designate another member of the Governing Board to restate the motion or resolution to expedite voting on the motion or resolution. Any member may propose or second any motion, and all members present may vote on any motion or resolution before that body. The Governing Board may reconsider an action only upon the motion of a member voting with the prevailing side on the original vote, which must be made at the same or subsequent regular or special meeting. A motion to reconsider may be seconded by any member.

## **Section 8**      **Order of Business**

A.      The Governing Board shall conduct its meetings using the procedures set forth in *Robert's Rules of Order Newly Revised* (the most recent edition). However, the Governing Board may adopt alternative procedures by a majority of the Governing Board membership. The text of all proposed alternative procedures to *Robert's Rules of Order* shall be presented in writing and read at a regular meeting of the Governing Board. At the next scheduled regular meeting thereafter, the proposed amendments shall be reread after which time a vote shall take place. Any proposed alternative procedure shall be subject to further amendment by presenting such an amendment in writing at a regular meeting of the Governing Board for consideration at the next scheduled regular meeting of the Governing Board. However, the Governing Board may vote to suspend *Roberts Rules of Order* and any adopted procedures by a recorded vote of two-thirds vote of the members present and voting. In such event, the rules of procedure shall be deemed suspended only with respect to the specific matter or question not in accordance with the rules. The Executive Director shall keep available for reference by the Governing Board, and by members of the public, a copy of the most recent edition of *Robert's Rules of Order* and an updated copy of all alternative procedures that have been adopted by the Governing Board and are in force and effect.

B.      Upon recommendation of the Chairperson, the Governing Board may appoint a member of the Governing Board to serve as the Parliamentarian to assist in the conduct of the meetings of the Governing Board.

C.      Commencement of Meeting – the Chairperson shall call Governing Board meetings to order at the appointed time and shall direct the Secretary to make note of the presence or absence of members.

D.      Agenda – The Chairperson, in consultation with other Governing Board officers, shall prepare an agenda for each meeting. At the start of all meetings, the agenda shall be announced or distributed in writing. The agenda shall be distributed to all Governing Board members as far in advance of the meeting date as possible, but in no instance shall it be distributed less than 24 hours in advance of the meeting. Members of the Governing Board shall be given an opportunity to make additions or revisions to said agenda prior to its approval. Items that require action shall be made known to Governing Board members at least 24 hours prior to any meetings. An item that requires action that has not had 24 hours notice requires a 2/3 vote of those present for approval. When special presentations or items under

consideration hold wide public interest, business then pending, insofar as is practical, shall yield to the designated agenda item.

E. Approval of Minutes – the Secretary shall be responsible for the prompt recording of the minutes following completion of the meeting and shall submit copies to all Governing Board members at least 24 hours before the next regular meeting. Approval of minutes shall be the first item on the agenda of all regular meetings. They may be approved, or corrected and approved without reading.

F. Standards for Public Comment

(1) Recognition – shall be given only by the presiding officer. No person shall address the Governing Board without having first been recognized. When all public testimony has concluded, and the Governing Board is considering and discussing the matter, no person shall thereafter be recognized.

(2) Questions – by Governing Board members shall be reserved, insofar as possible, for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.

(3) Time – the time limits provided herein or adopted by a vote of the Governing Board shall be followed. The Vice-Chairperson of the Governing Board shall be the official timekeeper and shall inform the speaker when his time is up. The Chairperson shall announce time limits before giving recognition to any public speaker.

(4) Argumentative Testimony – all public testimony will be made in the form of statements addressed to the Governing Board. Argumentative dialogue between two witnesses or between a witness and members of the Governing Board is not permitted.

(5) Repetitive Testimony – the Governing Board urges public speakers to use all reasonable effort to avoid repetitive testimony. Unless an individual public speaker has new testimony to present and has not utilized the time allotted to that speaker; he or she will not be recognized to speak a second time on the same subject.

(6) Regular and Special Meetings – the public will be granted an opportunity to address the Governing Board on all substantive matters on the agenda before a vote is taken. All such testimony must be germane to the agenda item currently before the Governing Board. Public speakers shall limit their remarks to three minutes, unless the time limit has been changed pursuant to subsection (3) above. Notwithstanding the above, the Governing Board may hear comments from the public at their regularly scheduled monthly meeting regardless of the agenda items subject to the same limitations of time and testimony in subsections (3) and (4) above.

(7) Hearings – persons wishing to address the Governing Board at a hearing may register with the Secretary in the manner announced. Persons addressing the hearing are

encouraged to furnish the Secretary and members of the Governing Board with a written copy of their remarks at or before the hearing. After all registered speakers have addressed the Governing Board, the Chairperson may call for additional testimony from persons who have not registered to speak in advance of the hearing. The Chairperson, in making such a call, shall take into account the complexity of the matter, its importance in relation to other business to come before the Governing Board, and the time available during the hearing. Persons addressing the Governing Board shall limit their remarks to three minutes or to six minutes if speaking on behalf of an organization located within Small District No. 5, unless the time limit has been changed pursuant to subsection (3) above.

#### **Section 9      Committees of the Governing Board**

The Governing Board may establish such committees and subcommittees as it deems necessary to fulfill its responsibilities. A member of the Governing Board shall not be restricted as to the number of committees and subcommittees on which he or she serves. Committee appointments shall be made by the Chairperson with the consent of the Governing Board. Subject to the approval of the Governing Board, persons who are not members of the Governing Board may serve as non-voting members on any committee or subcommittee, but the chairperson of each committee and subcommittee shall be a member of the Governing Board.

#### **Section 10     Executive Director**

The Executive Director shall be the chief administrative officer of the Reston Community Center. The Executive Director shall be appointed by the Governing Board, and the Executive Director shall carry out the policies and directives set forth by the Governing Board. The Executive Director also shall supervise the staff of the Reston Community Center.

#### **Section 11     Coordination with County Agencies**

Comparable to a County Agency, the Governing Board may utilize the services provided by County Departments and other County agencies for assistance in connection with any aspect of the operation of the Reston Community Center and in the site selection, architectural selection, design or construction phases of any Reston Community Center facility or addition which it is to govern.

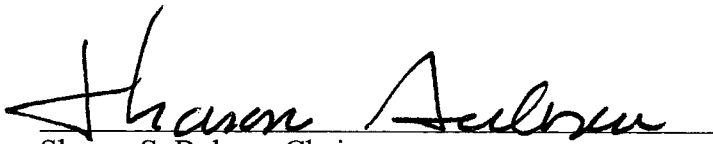
#### **Section 12     Future Amendments**

Amendments to this Memorandum of Understanding may be made only by action of the Fairfax County Board of Supervisors. Any proposed amendment to the Memorandum of Understanding shall be transmitted to the County Executive for review before submission of the proposed amendment to the Board of Supervisors for its consideration.


**Section 13**    **Approval of the Memorandum of Understanding**

The Fairfax County Board of Supervisors and the Governing Board of the Reston Community Center hereby agree to the roles, responsibilities, and duties of the respective parties as set forth in the following Memorandum of Understanding governing the operation of the Reston Community Center.

9/3/09  
Date

  
Sharon S. Bulova, Chairman  
Fairfax County Board of Supervisors

9/10/09  
Date

  
Carol Ann Bradley, Chairperson  
Reston Community Center Governing Board

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## BY-LAWS OF THE GOVERNING BOARD, RESTON COMMUNITY CENTER

## I. PURPOSE

The following By-Laws implement and supplement the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the Governing Board of the Reston Community Center adopted July 25, 1983 and amended December 4, 2000, and July 27, 2009. This document may be changed at any time by a two-thirds vote of the Governing Board. In the event of conflict between the By-Laws and the Memorandum of Understanding, the MOU will govern.

## II. ADOPTION AND AMENDMENT

These By-Laws shall be adopted by a two-thirds vote of the members of the Governing Board, and may only be amended by a similar two-thirds vote provided written notice of any proposed amendment shall have been given to all members at least one week in advance of the meeting at which such amendment is considered.

Furthermore, these By-Laws dated December 5, 2011, shall supersede any and all policies heretofore adopted by the Reston Community Center Governing Board if in conflict with this document.

## III. GOVERNING BOARD ORGANIZATION

A. Function of the Governing Board

The Governing Board is responsible for establishing and reviewing the policies dealing with the Reston Community Center(s') operations, programs, personnel, and financial arrangement. Members have a duty to keep themselves informed about the affairs of the Reston Community Center, but it is not the function of the Governing Board or individual members to become involved in the day-to-day management of the Reston Community Center. That is the delegated responsibility of the Executive Director, who manages the Reston Community Center in accordance with the policy directives of the Governing Board and reports to the Governing Board on the results of Reston Community Center operations. Concerns of Governing Board members are to be directed to the

Executive Director through the Chairperson of the Governing Board.

B. Officers of the Governing Board

The officers of the Governing Board shall consist of a Chairperson, a Vice-Chairperson, Treasurer, and Secretary, who shall be elected by majority voice vote, tallying to be done by the staff secretary, at the first regular Governing Board meeting following the Preference Poll and the subsequent appointment of new Governing Board members by the Board of Supervisors.

1. Chairperson

The Chairperson shall have those duties prescribed in the Memorandum of Understanding and, in addition, shall:

- a. Have the responsibility to assure compliance with all terms of the Governing Board's Memorandum of Understanding with the Board of Supervisors.
- b. Direct the Executive Director to carry out the motions of the Governing Board.
- c. Be the liaison between the Governing Board and the Reston Community Center staff (through the Executive Director) and between the Governing Board and the Board of Supervisors and its staff; shall designate, at pleasure, other Governing Board members or the Executive Director to act as liaison with the Board of Supervisors, County staff, or the Public.
- d. Appoint all Committee Chairs and committee members and shall serve as ex officio member of each Committee.
- e. Ensure that the Long-Range Planning Committee convenes at least once a year.



- f. Convene an annual weekend Governing Board Conference in January, at a place outside the Reston Community Center(s) complex(es) for long-range planning and other agenda items as deemed necessary and appropriate. Attendance shall be required of all Governing Board members and the Executive Director.
- g. Be the principal spokesperson for the Reston Community Center Board of Governors to the Public.
- h. Encourage leadership development among Governing Board members and appointed committee members by providing suitable opportunities for them to serve.
- i. At the end of each term the Chair must:
  - (1) Resolve all routine business issues before the Board pertaining to his/her tenure before new members are seated.
  - (2) Cause a written annual report to be provided to the members of the Governing Board and the Board of Supervisors prior to the last Governing Board meeting prior to the Preference Poll.
  - (3) Cause an orientation for new Governing Board members to be conducted prior to the first regular meeting following their appointment to the Governing Board. This orientation shall include all Board of Governors' members and a presentation of the annual report.

2. Vice-Chairperson

Shall, in the Chairperson's absence, perform any or all of the chairperson's duties, as needed to be performed.

### 3. Secretary

- a. Shall review for accuracy and sign all minutes and Governing Board Actions of each Governing Board meeting before those minutes are submitted for approval at a subsequent Governing Board meeting, and shall see that all such approved minutes and Governing Board Actions are preserved in a manner directed by the Governing Board. The secretary shall also see that the Minutes and Actions for the previous year are available for reference at the Governing Board meetings.
- b. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall perform any or all of the Chairperson's duties, as need to be performed.

### 4. Treasurer

- a. Shall serve as chief financial officer of the Governing Board.
- b. In the absence of the Chairperson, the Vice-Chairperson, and the Secretary, the Treasurer shall perform any or all of the Chairperson's duties, as need to be performed.

### C. Vacancies

1. Vacancies on the Governing Board will be filled in accordance with the procedures set out in the Memorandum of Understanding, paragraph 4. As a general rule, however, if a vacancy occurs more than six months after the last Preference Poll, it will be Governing Board policy to leave the seat vacant until the next Preference Poll, unless the filling of the vacancy is necessary to facilitate the obtaining of a quorum.

2. The Governing Board will fill vacancies in an office within a reasonable time after the vacancy has occurred.

D. Removal of Board Members

The Memorandum of Understanding, paragraph 4a(5) provides that the Governing Board may establish criteria upon which it may recommend removal of a member. The Governing Board may recommend to the Board of Supervisors, in writing, such removal by a two-thirds vote, after affording the member an opportunity to be heard, for any of the following reasons:

1. Conviction by a court of a crime involving moral turpitude or a breach of a fiduciary obligation towards the Reston Community Center;
2. Failure to disclose a material, personal or economic conflict of interest on any matter on which he/she votes;
3. Failure to maintain a primary residence within Small District No. 5;
4. Absence from three consecutive Governing Board meetings without notifying the Chair and without having reasonable cause;
5. Absence from three consecutive meetings, without cause, of any committee to which he/she has been assigned;
6. Repeated failure to abide by the policies set forth in these By-Laws.

E. Removal of Officer

All officers, including the Chairperson, serve at the pleasure of the Governing Board and may be removed at any time upon a two-thirds vote of the entire Governing Board.

IV. GOVERNING BOARD MEETINGS

- A. The Governing Board shall hold its regular monthly meeting on the first Monday of each

month, unless the date falls on a national holiday upon which the Board meeting is normally moved to the following Monday. Any cancellation or rescheduling of the regular meeting shall require adequate notice to all Governing Board members and to the public.

- B. All meetings of the Governing Board, with the exception of any meeting held in closed session, shall be open to the public. Notice of such meetings shall be posted in the Reston Community Center(s), and when possible, in the local media. The Annual Conference may be held at a location outside the Reston Community Center(s) at the discretion of the Board of Governors.
- C. Governing Board meetings shall convene at a time to be determined by the Governing Board. Any action after 10:00 p.m. shall be permitted only by majority vote of those Governing Board members present at 10:00 p.m.
- D. At least three days prior to a Governing Board meeting, the Executive Director shall distribute to each Governing Board member a meeting packet containing the following: 1) Agenda, 2) Minutes, and Governing Board Actions, and 3) Committee reports, with recommendations and resolutions for votes highlighted.
- E. Where a committee report has not been made available to all Governing Board members at least 24 hours prior to a Governing Board meeting, a vote of two-thirds of those members present is required to place a committee report on that meeting's agenda.
- F. The Executive Director shall arrange to have present at each Governing Board meeting a staff person to take notes of proceedings and, later, to prepare minutes and Governing Board Actions which are to be submitted first to the Governing Board Secretary to review for accuracy and signature, and then, at the subsequent Governing Board meeting, to the Governing Board for approval.

- G. All official correspondence to and from any Governing Board member shall be available to any Governing Board member at his/her request.

V. COMMITTEES

A. General Guidelines

1. After officers of the Governing Board have been elected, the Governing Board Chair shall, from current Governing Board members, appoint chairpersons and committee members for standing and ad hoc committees.
2. Standing Committees shall be those committees that meet regularly to facilitate the business of the Board of Governors.
3. Ad Hoc Committees shall be created for temporary purposes.
4. Each Governing Board member shall be required to serve on at least two committees.
5. If requested in writing by the chairperson of a committee, and subject to the Governing Board's approval, the Governing Board Chairperson may appoint a non-board citizen of Small District No. 5 to that committee as a non-voting member.
6. All committee meetings are subject to the same notification requirements as Governing Board meetings and are open to the public.
7. The Governing Board may create additional committees and designate their respective responsibilities and composition. No committee shall have the authority to bind or act for the Governing Board.
8. Except in time-sensitive situations, any matter submitted to the Governing Board for action may be referred by the Chairperson to an appropriate committee for study. A resolution is then forwarded to the Governing Board as to action. As to time-sensitive matters, the Governing Board may

constitute itself as a Committee of the Whole.

9. No committee meeting will be considered official unless a quorum (simple majority) of appointed committee members is present.
10. Each standing committee shall meet on a regular basis. The Committee Chairperson, with Governing Board approval, may add, reschedule, or cancel sessions as appropriate to the scope of its business.
11. Any matter referred to a committee must be reported back to the Governing Board on the date requested by the Governing Board Chairperson.
12. A matter may be referred by one committee to another committee with the approval of the Governing Board Chairperson.
13. Whenever practical, committees should be comprised of an odd number of members so that quorum issues are easily identified and resolved.
14. Rules and procedures that apply to the Governing Board apply to committees as well. For instance, quorum, voting, and vacancy provisions that apply to the Governing Board apply to committees as well.

#### B. Committee Structure

Standing and ad hoc committees shall be structured with a minimum of two Governing Board members appointed to each committee. The Chairperson of the Governing Board will be the ex officio member of the Standing Committees.

1. Standing Committees:
  - a. Community Relations  
Functional Statement: The Community Relations Committee acts as a conduit between the Reston Community Center and the community to ensure that the Reston Community Center is fully responsive to

community needs. In concert with the Program and Policy Committee, it seeks information from as many constituencies in Small District No. 5 as possible. It provides opportunities for public input. It functions as an ambassador to the community representing the Reston Community Center. It creates outreach activities to involve everyone in Small District No. 5 in the Governing Board's communications with its patrons.

b. Finance

Functional Statement: The role of the Finance Committee is to determine whether items submitted by the other committees through the Chair, or submitted by the Governing Board are appropriate given the financial situation. However, with the approval of the Board Chair, other committees may bring forward matters without Finance Committee approval. Where items have not been completely researched or are lacking in other critical elements, the Finance Committee will return them to the submitting committee or recommend that the Governing Board not approve the recommendation(s). Priority items for consideration by the Finance Committee are as follows:

1. Items requiring approval because of health and safety.
2. Items requiring approval because of maintenance to the physical plant.
3. Items of a program nature and of community concern.
4. Items of administration.
5. Items requiring special consideration (e.g. bond issue).



## c. Personnel

Functional Statement: The mission of the Personnel Committee is to advise the Executive Director on personnel matters relating to organization, structure, and position management, and reports to the Governing Board on appropriate personnel matters.

Its duties shall include:

1. To assess and conduct an annual review of the Agency organizational chart as it relates to personnel needs of the Reston Community Center as defined by the mission statement.
2. To define the need to establish new positions in accordance with the recommendations of the Executive Director for presentation to the Governing Board.
3. To act as an adviser to the Executive Director on personnel issues.
4. To recommend the position description of the Executive Director to the Governing Board.
5. To develop a selection process and selection criteria for the position of Executive Director.
6. To act as the Search Committee for the position of Executive Director when authorized by the Governing Board.

## d. Program and Policy

Functional Statement: The Program/Policy Committee has the responsibility for recommending to the Governing Board programmatic directions of the Reston Community Center and

developing and monitoring policies for consideration by the Governing Board.

The Program/Policy Committee has the following responsibilities:

1. Through the process of formal (public hearing) and informal networking, recommend new concepts to the Governing Board consistent with the Reston Community Center's mission statement and yearly goals.
2. Review plans and examine programs and services in order to monitor progress toward Reston Community Center goals.
3. Identify shifts in programs and services that affect policy and make necessary recommendations to the Governing Board.

e. Building Committee

Functional Statement: The Building Committee has the following responsibilities:

1. Review of the major capital project and capital maintenance schedules of Reston Community Center facilities and building systems.
2. Review and propose major capital projects to support progress toward Reston Community Center goals.
3. Solicit feedback from stakeholders where appropriate regarding major capital project and capital maintenance schedules of Reston Community Center facilities and building systems.
4. Identify major capital project and capital maintenance expenditures that should be undertaken and refer to the Finance Committee for consideration regarding budget feasibility.

f. Long-Range Planning Committee

Functional Statement: The Long Range Planning Committee is a committee of the whole which is convened for the purpose of conducting Governing Board Business which involves special consideration and needs the input of the majority of the Governing Board before final action can be taken. Examples of actions for this committee include property acquisition or major financial decisions. It shall consist of all Governing Board members.

2. Ad Hoc Committees

- a. Preference Poll
- b. Nominating - to prepare a slate of Governing Board officers.
- c. Other committees as determined and needed by the Board of Governors.

VI. OFFICIAL COMMUNICATION

1. All official communication between Governing Board members and the media shall be through the Chairperson or his/her designee. The Executive Director shall speak for Reston Community Center on matters of routine business.
2. All official communication between Governing Board members and the Reston Community Center staff shall be through the Chairperson or his/her designee.
3. All official communication between the Governing Board and the County (including the Board of Supervisors, individual supervisors, and County staff or other County agencies) shall be through the Executive Director and/or Governing Board Chairperson or his/her designee.



## **Governance Reference Documents**

[Please click here to access online documents](#)

- 1.) Policy Framework
- 2.) Enabling Legislation
- 3.) Board Indemnification Resolution
- 4.) Virginia State Code – Conflict of Interest
- 5.) Virginia State Code – Governmental Frauds Act
- 6.) Virginia Freedom of Information Act