

## COMMITTEE RESPONSIBILITIES AND GRANT REQUIREMENTS POLICY

All Committees appointed by the Marshfield Board of Aldermen shall adhere to all Ordinances and Policies of the City of Marshfield. In addition, the following will apply to all Committees:

- The Committee is responsible to develop a plan for the following year. These plans are to include projected projects and actions. The plan will also include a proposed itemized budget.
- All Committee plans must be submitted to the City Administrator for budgeting purposes. All Committees, to include Friends of Parks Committees, that are affiliated with City Parks will be reviewed by the Parks Committee, and all other Committees will be reviewed by the City Administrator. After review, plans will be submitted to the Board of Aldermen.
- All requests for grants will be approved by the Board of Aldermen prior to being written. All requests for grants that apply to City Parks will be reviewed by the Parks Committee, and the Parks Committee will request permission from the Board of Aldermen to write a grant. All grants approved and written must be submitted to the grant authority by City of Marshfield staff.
- All Committees that are affiliated with the City Parks must obtain permission from the Parks Committee before any actions are taken that pertain to a City owned park. This Policy overrides any and all previous written or verbal agreements with individual Parks Committees or Friends of Parks Committees.

Approved by the Board of Aldermen 8/25/11  
Revised by the Board of Aldermen 3/28/13