

Hanson Camp Kiwanee Commission Policies and Procedures

Adopted by the Hanson Board of Selectmen, December 12, 2023
Approved by Hanson Camp Kiwanee Commission | December 6, 2023

MISSION

To advance recreation and leisure-time activities that enhances the quality of life. The purpose of the Camp Kiwanee Commission is to meet the diverse recreational, cultural, athletic and leisure-time pursuits of the residents with a broad based comprehensive and inclusive program.

Recreational programs are organized to encourage participation and enjoyment and should be held at safe and well-equipped facilities on a year-round basis.

The Recreation Commission was established via Special Town Meeting vote June 4, 1990 as follows:

... (to) establish a newly formed Recreation Commission. This Commission shall consist of seven (as later amended) members to be appointed by the Board of Selectmen; two for one year; two for two years; and three for three years and thereafter three-year terms. It shall be the duty of this Commission, and each of its members, to oversee the total operations of the current Camp Kiwanee and the current Cranberry Cove and other recreational activities deemed proper, including, but not limited to the setting of priorities, the hiring and termination of employment of necessary personnel, the handling and the accounting for funds entrusted to their care, the maintenance of facilities, the planning of future operations and all other duties that normally fall within these responsibilities. All activities shall be directed in the best interests of the residents of the Town of Hanson.

The Recreation Commission members were reduced from 7 members to 5 members via Article 23, May 2, 2022 Annual Town Meeting vote.

The Recreation Commission name changed to Camp Kiwanee Commission via Article 17, October 3, 2022 Special Town Meeting vote.

COMMISSION ORGANIZATION

APPOINTMENT and QUALIFICATION:

The Commission consists of five members, each appointed for a three-year term, beginning July 1st, by the Board of Selectmen. Before assuming official duties, each newly appointed member shall be sworn to faithful performance of the official responsibilities by the Town Clerk. At the end of a member's term, typically a letter is sent to the member asking for their intent regarding reappointment.

VACANCIES ON THE COMMISSION:

If a vacancy occurs in the membership of the Commission, business may still be attended to during meetings whereas quorum is present.

ROLE OF THE COMMISSION:

The Commission is responsible for 1. Setting policies and procedures for the Recreation Department. 2. Annually developing a written goals and objectives plan. 3. providing support, oversight, and guidance to the Recreation Director* or Administrative Assistant when Recreation Director is unavailable. 4. Building and Property Maintenance in collation with other town departments as needed.

COMMISSION ETHICS:

A member of the Commission, in relation to his or her community should:

- 1.) Accept the position as a means of unselfish service and not benefit personally from his or her position on the Commission.
- 2.) In the event that an issue comes before the Commission that directly affects a member of the Commission, such member shall abstain from participating.
- 3.) Remember that he or she represents the entire community at all times.
- 4.) Realize that he or she is a member of a team and should abide by all Commission decisions and not act independently, without first discussing with the Commission and obtaining the Commission's support of such action at a meeting.
- 5.) Refrain from stating his or her intended vote on matters that come before the Commission until he or she has had an opportunity to hear all evidence presented at a meeting.
- 6.) Respect all members and staff regardless of differences of opinion.
- 7.) Refrain from addressing staff, program, facility or issues of public concern with the media or residents until such time as the Commission addresses these issues at a Commission meeting. Members speaking with the media shall comply with OML and the Town of Hanson's social media policies.
- 8.) Avoid emailing members of the Commission except regarding matters of purely housekeeping (scheduling/canceling meetings, agenda items, staff communications) or administrative nature as there is a high risk of violating the Open Meeting Law. Emails are official documents that shall be kept on record.

*In any area of the Policies and Procedures when only a Recreation Director is named, that directive would go to the Administrative Assistant when a Recreation Director is not available.

ORGANIZATION OF THE COMMISSION:

The Chairman shall be elected annually by the Commission at the first meeting in July by a majority vote. The Commission shall also elect a Vice-Chairman in the same manner. Any officers may be removed by a majority vote of the Commission.

RESPONSIBILITIES OF THE CHAIRMAN:

The Chairman of the Commission shall:

1. Preside at all meetings. In doing so, he/she shall maintain order in the meeting room, recognize speakers, as may be appropriate, call for votes and preside over the discussion of agenda items.
2. Sign official documents that require the signature of the Chairman.
3. Coordinate and plan meeting agendas with the Administrative Assistant and/or Recreation Director.
4. Serve as a spokesman of the Commission's position unless otherwise determined by the Commission or delegated by the Chairman.

The Chairman shall have the same rights as other members to discuss questions and to vote on items. In the absence of other offerings, he/she may introduce motions and second motions and resolutions.

RESPONSIBILITIES OF THE VICE-CHAIRMAN:

The Vice-Chairman, in the absence of the Chairman, will be responsible for conducting the Commission's meetings in an orderly manner and will act in the capacity of the Chairman. Should the Chairman leave office, the Vice-Chairman shall assume the duties of the Chairman until the Commission elects a new Chairman.

RESPONSIBILITIES OF ALL COMMISSION MEMBERS:

As a member of the Camp Kiwanee Commission, you are part of a small group given the responsibility to act for the community. Your responsibility is to the community. It is your duty to question and review all proposals to determine if they are well prepared, well thought out, and will benefit the community.

MEETINGS:

All meetings are conducted in accordance with the Open Meeting Law. Robert's Rules of Order shall be used as a guide in matters requiring clarification or definition. A quorum shall consist of

a majority of existing members of the Commission. Actions and decisions shall be made by a motion, second, and a vote.

Members of the Commission are also expected to have excellent attendance to meetings. If a member is unable to attend a meeting, the member should notify the Chairman as soon as possible. The Commission shall maintain accurate records of its meetings in the form of minutes.

A meeting called for any time other than the regular meeting shall be known as a "Special Meeting" or "Emergency Meetings". The purpose of these meetings is only if there is an urgent matter(s) that need to be addressed in between regular meetings.

Special Commission meetings may be called provided that a majority of the members agree to meet and all Commission members are notified. All Special meetings will be posted in accordance with the Open Meeting Law.

VIOLATIONS:

In the event that a member of the commission violates the policies and procedures, by a simple majority vote, the commission may recommend action to the Board of Selectmen.

FINANCES:

The operating budget is a list of anticipated annual expenses. The budget process begins in December for the next fiscal year. The Recreation Director*, upon approval of the Commission, submits the operating budget to the Town Administrator by required date. The operating budget is reviewed by the Finance Committee and approved at Town Meeting. During the year, bills are submitted to the accounting department for payment.

PROGRAM POLICIES & PROCEDURES:

Programming Goals

The Hanson Camp Kiwanee Commission's and Recreation Director's objective is to establish and provide a variety of diverse, inclusive, year-round recreational programs that will enhance our community and all its residents. The Commission will review programs as necessary and must give prior approval to add or delete programs. The Recreation Director* will oversee all daily operations of the Camp and Cove, give direction and work with the Administrative Assistant, Cove Director, as well as all employees. If support teams are utilized, the teams are required to work collaboratively with the Recreation Director, while using their expertise to assist and aid the Recreation Director. The Recreation Director will be held accountable by the Commission as required by job description. The Camp Kiwanee Commission will receive guidance from the Town Administrator as needed.

Prior to offering programs, the following things need to be evaluated by the Camp Kiwanee Commission:

1. Need - Programs should not duplicate the work of other organizations and shall fulfill a need within the community. Programs should be wholesome and foster the utmost participation and enjoyment for all participants.
2. Location - Handicap accessibility must be considered, and necessary forms submitted (i.e., Superintendent, Town Hall, etc.) for location usage.
3. Staff - All instructors, directors, employees, and volunteers (including Commissioners) must be CORI-checked annually. Volunteers may be subject to a CORI in compliance of town policies. Appropriate staffing must always be a consideration in running a program where the staff is successful at developing the skills necessary to perform in the chosen activity. The Town Administrator will conduct all CORI checks as requested. CORIs must be redone every 2 years.

Participants Code of Conduct at Recreational Programs

The Camp Kiwanee Commission strives to ensure a safe environment, and therefore requires that preventative safety measures must be established in developing programs. The following are general rules to be observed by participants and enforced by staff and volunteers at Recreation programs and events.

1. Fighting, name-calling, stealing, inappropriate language or actions will not be tolerated.
2. Participants must remain with the space designated for the particular program, and children will not be permitted to leave without a parent/guardian or with another person, unless identified on a written release form signed by a parent/guardian.
3. Participants will refrain from any behavior that would endanger the health, safety and welfare of others.
4. Smoking tobacco, marijuana and possession and/or use of drugs will not be tolerated and will result in immediate suspension from department program potentially ending the program if it is the person running it.
5. Possession or use of alcohol is prohibited except approved by the Commission in the Lodge, Pavilion, and pine grove. Individuals or groups wishing to have alcohol are required to use the Camp Kiwanee Commission's contracted bartending service. Alcohol is prohibited in all other areas except the lodge, patio, pine grove area or areas designated by the Camp Kiwanee Commission. No alcohol shall be consumed on the grounds of the property unless licensed by the Board of Selectmen
6. Participants are expected to use reasonable judgment and common sense concerning good conduct, safety and sportsmanship.

Program and Event Policies

General

Anyone who utilizes Camp Kiwanee facilities must pay all fees as structured by the Camp Kiwanee Commission and approved by the Board of Selectmen.

All contracts for rentals of any asset of Camp Kiwanee will be forwarded to the Town Administrator for signature after review and recommendation by the Recreation Director and/or Administrative Assistant (if Recreation Director is absent).

Unless specifically allowed by the Policies and Procedures or specifically approved by the Camp Kiwanee Commission at a meeting, no individual or group shall be allowed to stay in cabins or utilize the lodge without charge or at a reduced cost.

Notice of changes to fees shall be given to the Town Administrator immediately following the vote of the Camp Kiwanee Commission for submission to and approval of the Board of Selectmen. Applicants must complete an application on the form approved by the Commission. Prior to the commencement of any event, a contract and/or rental agreement must be completed.

Subject to final approval by the Board of Selectmen, the Camp Kiwanee Commission may approve the refunds if the Commission finds that the services provided by Camp Kiwanee did not satisfy the terms of the agreement.

Subject to final approval by the Board of Selectmen, the Camp Kiwanee Commission may approve the return of deposits and other advanced payments if the Commission finds that unique circumstances warrant said return.

No member of any town board, committee or commission, or town employee, may utilize Camp Kiwanee, the services of Camp Kiwanee staff, or Camp Kiwanee assets for personal use without paying the established fees approved by the Camp Kiwanee Commission and Board of Selectmen. Further, said individuals are subject to the same rules, regulations and cost as applicable to the general public.

Service/comfort animals are allowed under the Mass Laws:

<https://www.mass.gov/service-details/about-service-and-assistance-animals>

Refunds will not be made for nonprofits renting the cove. Refunds will not be made based on weather conditions. Bookings of up to one year following the rain date may be made as compensation for nonprofits.

A fee shall be charged for all fundraisers and nonprofit events unless waived by the Commission and approved by the Board of Selectmen.

Caretakers and/or staff (Administrative Assistant or Recreation Director), or a current Camp Kiwanee Commission Member shall be on location for the duration of all events for safety and security purposes.

Caretakers and/or staff shall not smoke on the deck or lodge area.

No smoking in the presence of individuals attending an event or participating in a program. Caretakers and staff must keep a reasonable distance from attendees, program or event while smoking. Designated smoking areas during events are outside the art house, lower parking lot, outside the firehouse, and upper parking lot.

All Committee meetings will be audio and/or video recorded

During designated holidays, Camp Kiwanee will be closed; rentals will only be available if staff is available. Town Holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve @ Noon
	Christmas Day

All event and vendor services must pay a portion of Camp Kiwanee's costs for services provided for their programs as outlined in the Recreation Facility License agreement with the Town of Hanson.

Camping Cove passes for overnight rentals is based on each cabin's capacity. Example: A cabin is rented that houses 6, that rental will receive a maximum of 6 free admission passes to Cranberry Cove for their nightly rental. See Cranberry Cove rule 5 for clarity on what allows a free cove pass.

Military Deployment Booking: Active military personnel that have been or are being deployed and will interfere with their rental will have an extended amount of time beyond the current one-year allotment. Proper deployment documentation must be provided for this extension. This requires a vote from the Camp Kiwanee Commission and the Board of Selectmen to receive a refund.

Cranberry Cove

1.) Swimming and use of the Cove is prohibited when a lifeguard is not on duty – Unless posted Swim at your own risk. If a program is run at the Cove, an additional lifeguard fee will be charged. The Cove is not covered under a vendor contract.

2.) Exclusive use of the Lodge waterfront (trail to boathouse) is permitted only in the event that the individual or group has rented the entire camp, a lifeguard is on duty and with an agreement with the Camp Kiwanee Commission. A vote of the Camp Kiwanee Commission is needed to allow any group use without a rental agreement.

3.) Children under the age of 12 must be accompanied by an adult while at Cranberry Cove or the Camp Waterfront (trail to boathouse).

4.) Pets are not allowed at Cranberry Cove or on the camp property between June 1 and Labor Day with exception of service animals. *Per order of the Board of Health

5.) Cranberry Cove is available for use only when a pass has been purchased, money is paid to the gate keeper, or staying overnight at the camp. Free Cove passes are included with overnight cabin rentals. Free Cove passes are not provided with hourly cabin rentals. Lodge, Pavilion and hourly cabin rentals must pay for cove access. Unless otherwise posted.

6.) An adult must always accompany children under 5 years old to the bathroom.

7.) Any individual that damages the bathrooms by causing graffiti, clogging the toilets or sinks will be responsible for the cost of the repair. If the offender is a minor, it will be the parent's financial responsibility. Offenses to this rule could result in loss of beach pass.

(see **Disciplinary Code**)

8.) No running is allowed on the docks at Cranberry Cove.

9.) No flotation devices are allowed at the waterfront unless required by ADA Law.

10.) Children, not yet toilet trained, must wear swim diapers or a suit with swim diapers.

11.) Motorized boats are limited to electric motorboats on Maquan Pond. Gas motors are prohibited.

12.) Overnight guests must adhere to the beach hours set at Cranberry Cove.

13.) Kayak rentals are available during beach hours.

14.) All Lifeguards, WSIs and the Beach Director must provide current documentation of CPR Certification, First Responder Certification, Red Cross Certification, and medical evidence of good health. This information must be current and accompany the application that is valid through the season.

15.) The Camp Kiwanee Commission will purchase swimsuits and shirts for each hired lifeguard annually.

- 16.) The Beach Director is required to supervise lifesaving drills for all lifeguards and allow staff engage in cardiovascular workouts (running, swimming laps). She/he must work one weekend day.
- 17.) The Camp Kiwanee Commission requires no less than two lifeguards on the beach at all times, provided however, state law will supersede if a greater lifeguard per person ratio is required.
- 18.) The Beach may not be opened or closed during non-scheduled hours by anyone except at the discretion of the Hanson Police Department, Fire Department, Board Health, or Camp Kiwanee Commission, for any reasons concerning Public Safety. The beach director and caretaker have the authority to close the beach under the conditions listed online.
- 19.) The Beach Director may assign the responsibility to open or close the beach to a member of his or her staff when he/she will not be present at the beach. No Camp Kiwanee Commission member has the authority to close or open the beach on his or her own authority. No one will be left alone to close the beach by him or herself.
- 20.) The Beach Director, Caretaker, and Recreation Director* are required to close the beach during the following conditions: if the beach is left without a lifeguard or if only one lifeguard is available to work, in case of a thunder or lighting storm, or where weather conditions may jeopardize public safety.
- 21.) All personnel or policy issues regarding a beach program or the beach staff must be presented to the beach director, Recreation Director*, or Camp Kiwanee Commission. No Camp Kiwanee Commission member is allowed to reprimand or alter the established programming or rules and regulations based on his/her own authority. Any disciplinary actions or policy changes must be handled by the Town Administrator through the Camp Kiwanee Commission.
- 22.) Notice of beach closure shall be posted at the gate, recorded as a message on the phone answering system, posted on the Camp Kiwanee Website and the Cranberry Cove Facebook page.
- 23.) Any person who fails to pay for services or programs (swimming lessons, etc.) will not be allowed to purchase a beach pass, take lessons, join swim team, or take part in any recreation sponsored events until the outstanding balance is paid.
- 24.) No open fires or grills are allowed without permission from the Camp Kiwanee Commission and/or staff.
- 25.) Refund requests will be addressed on a case to case basis.
- 26.) A paid staff member or current Camp Kiwanee Commission Member must be present on grounds for all events and functions.

27.) All Cove staff must use the uniform time clock system.

28.) Cove deposits must be made daily to the lodge overnight in the safe. Each weekday, funds deposited from the previous day or weekend shall be taken to the Treasurer's Office for deposit. No deposits may be brought home.

Grounds

1.) All cook fires, including open fires and grills, must be approved by the caretaker prior to lighting.

2.) No fires, including cook fires, are to be left unattended.

3.) Cook fires are allowed at designated areas of the camp only.

4.) Cooking is not allowed in cabins.

5.) Do not cut trees or branches. No disturbing, removing, defacing, cutting or other damage to the natural features, signs, barriers, building for firewood, or any other property at the camp.

6.) Sliding down the hill covered with pine needles is prohibited; the removal of pine needles causes erosion.

7.) Littering is prohibited.

8.) All garbage must be placed in the dumpster at the side of the lodge.

9.) Quiet time is between the hours of 10:00pm and 7:00am without prior approval of the Camp Kiwanee Commission and the Board of Selectmen.

10.) All renters must notify the staff member on duty of their arrival. Check-in time is stated on application; a caretaker will greet renters if stated in rental agreement

11.) Recreational vehicles, popup tents and campers are not allowed on the premises, unless approved by the Camp Kiwanee Commission and the Board of Selectmen.

12.) The speed limit is 5-10 MPH or slower to ensure safe speed based on traffic or pedestrians within the camp.

13.) All vehicles are restricted to parking lots except when loading and unloading. Renters must notify the staff member on duty of specific parking issues or concerns.

14.) In the event of a fire, renters in the South End must exit the camp and report to the parking lot near the cottage. The North End renters must exit the camp and report to the parking lot by the lodge.

15.) No hunting or trapping is allowed.

Rentals

1.) Occupancy Restrictions

Building	Max. Occupancy
General Cabins	6 guests
Frontier Cabin	4 guests
Tent Sites	4 guests
Chalet 1 and Chalet 2	12-16 guests
Bridal Cottage	3 guests
Electric Cabin, Large	6 guests
Electric Cabin, Small	4 guests

2.) Parking is at your own risk

3.) Scout troops must have adequate adult supervision over the age of 21 for all outings/camping.

4.) Must be 21 years or older to rent a cabin. The person who registers a group must have responsible persons, age 21 years or older, in each cabin, who is responsible for all actions occurring during the rental period.

5.) No single individual or group can rent the cottage, cabins, chalets, pavilion, log cabin or stone house for any time beyond two consecutive weeks without prior approval from the Camp Kiwanee Commission.

6.) Applications must be completed and submitted to the rental agent prior to an individual or group staying for a day or overnight outing. Said application must include a list of all anticipated overnight guests.

7.) Cots are not to be removed from the cabins or chalets.

8.) Renters must ensure all area used during their stay is in the same condition upon departure as on arrival and in broom clean condition.

9.) No bartering, namely exchange of services in return for discounts or waived fees for rentals, is allowed.

10.) Hanson Residents are permitted a 25% discount on rentals. Military discount is 10% and may be compounded with resident discount. Address verification for residents seeking any town

discounts must be in the form of a valid Massachusetts license, copy of a motor vehicle excise tax bill, or stamped copy of a registered voter form.

11.) The Camp Kiwanee Commission has the right to deny any rental that it feels is not in the best interest of Camp Kiwanee and the Town of Hanson.

12.) No refunds will be issued unless there are extenuating circumstances beyond one's control. All avenues must be exhausted in rebooking the event prior to consideration. If the rental is re-booked, it must be for the full value of the previous event and re-booked within one year of the original rental date. Must be approved by a vote of the Camp Kiwanee Commission and the Board of Selectmen.

13.) Cash is not accepted for rental of any facility or function(s) over \$250.00. Checks are payable to the Town of Hanson.

14.) Failure to comply with the Rules will result in the forfeiture of the security deposit.

Security Deposits

Area/Building	Deposit Amount
Main Lodge	\$1,000
Entire Camp	\$1,000
Cottage	\$200
Frontier Cabin	\$200
General Cabins	\$200

Donated Use of Facility

1.) The Hanson Boy Scouts and Girl Scouts may host events at no charge/cost upon review and approval by the Commission.

2.) Hanson Town departments may hold meetings on the property at no charge, with prior approval from the Camp Kiwanee Department when not in conflict with scheduled events.

3.) Town Departments will be given all consideration for events with prior approval of the Camp Kiwanee Commission. A Department will be assessed the cost of any setup and cleanup. Fees of this nature can be waived in rare occasion by a vote of the Camp Kiwanee Commission.

4.) Events for which fees are waived still must complete a contract and/or rental agreement.

5.) Nonprofits must show proper documentation for discounted services. I.E. 5013c Certification. A copy of this documentation must be attached to the application at all times.

Sub Contracted Services

- 1.) The Camp Kiwanee Commission requires a copy of all one-day liquor licenses that are issued for the purpose of serving alcohol at the camp. Renters are required to pay the permit fee in advance of the function to the Town of Hanson. All liquor permits must be approved by the Board of Selectmen..
- 2.) The Camp Kiwanee Commission requires a copy of certification of liability insurance for any service that is sub-contracted to perform a function on the property.
- 3.) The kitchen may be rented with a contract and approval of the Camp Kiwanee Commission and Board of Health.

Employees

All year-round employees will have an annual review with the Recreation Director*, The Camp Kiwanee Commission Chair, and the Town Administrator, if the Town Administrator is available. Evaluations will be filled out & provided by the Head Caretaker for review consideration. The Recreation Director shall have an annual review with the Camp Kiwanee Commission. Reviews will take place annually in January.

To ensure a professional and identifiable appearance, all employees are (and shall be) provided uniforms that are required attire while on duty. There are collared events, administration uniform shirts and non-collared facilities shirts. When caretakers work both facilities and events different shirts will be provided as warranted. There will be no exception to this rule unless uniforms have been damaged and awaiting replacement. Upon leaving employment, assigned shirts shall be returned to the camp.

Security and Technology

- 1.) The Google Calendar site is owned by the Town of Hanson and operated by the Camp Kiwanee Commission. The Google Calendar site should be used in Read/Write settings only.
- 2.) The Commission uses a tape recorder and/or video recording at all meetings. The Chairman will announce that the meeting is being recorded at the beginning of each meeting. A personal tape recorder may be used, provided that the Chairman is notified of said recording.
- 3.) A Surveillance System is in place. Recordings will be kept for 30 days. The Recreation Director will coordinate with the Town Administrator and Police Chief if these recordings are to be reviewed or if reporting is required. Signs are placed on the property alerting people to our use of surveillance equipment. Video surveillance should be used exclusive of audio.

- 4.) The lodge door shall be unlocked during office hours, 9-2 Monday-Friday, unless otherwise approved by the Camp Kiwanee Commission and provided no employee is left on the property alone.
- 5.) The front door of the lodge is a coded access door. The Camp Kiwanee Commission members and staff will have the access code. The Camp Kiwanee Commission will be notified of the issuance of a temporary access code, which notice shall include the identity of the person given the code, the reason therefore, and the date and time of all entries using said code.
- 6.) The time clock must be used by camp staff to punch in at beginning and out at the end of shifts. This is a requirement of all hourly personnel.
- 7.) The computer in the office is owned by the Town of Hanson, and shall be used for camp business and Town of Hanson business only. In the absence of the Administrative Assistant, the Recreation Director will assume or designate someone to run the day to day business at the Camp, including the bookings and use of the computer. The Town Administrator will provide time for the substitute employee to be trained as necessary. The Recreation Director* shall have full knowledge of this system if needed to assume the responsibility.
- 8.) All emails should be sent from and received by an HANSON-MA.gov address. All emails to **CKOffice@Hanson-ma.gov** are owned by the Town of Hanson and are Town documents, subject to Mass. General Laws regarding public records retention, disclosure and dissemination. The Recreation Director will receive copies of all emails to and from this address.
- 9.) Credit cards will be stored in the locked wall safe in the office. The Recreation Director or Administrative Assistant will keep a list of all cards, numbers, and authorized users.
- 10.) A yearly audit will be conducted by the Camp Kiwanee Commission of all policy and procedures, rates, fees, and job descriptions.

CODE OF ETHICS FOR CAMP KIWANEE COMMISSION MEMBERS

(Signed each year by Current Commissioners)

As a Camp Kiwanee Commission Member, representing all of the residents of Hanson, I recognize that:

1. I have been entrusted to provide recreation services to my community.
2. These services should be inclusive and available to all residents regardless of age, sex, gender, gender identity, sexual orientation, race, color, religion, national origin, physical or mental limitation.
3. While honest differences of opinion may develop, I will work harmoniously with other Commission Members to ensure residents receive the services they require and desire.
4. I will invite all residents to express their opinions so I may be fully informed prior to making my decisions. I will make them based solely upon the facts available to me. I will support the final decision of the Commission.
5. I must devote the time, study and thought necessary to carry out my duties.
6. The Committee members establish the policy and the staff is responsible for administering the policies of the Commission.
7. I have no authority outside of properly posted meetings of the Commission.
8. All Commission meetings must be open to the public, except as provided by law.
9. I have received and understand the Hanson Camp Kiwanee Commission Policies and Procedures.
10. I will abide by the Social Media policies of the Town of Hanson.

Signed: _____

Date: _____