

**Joint Aquatics Committee Charter**  
**Adopted June 11, 2018**

**Introduction:** The Aquatics Committee (the Committee) is a joint committee of the Arlington County Sports Commission and the Arlington Public Schools. The Committee reports to –

- a) the Arlington County Board, through the Sports Commission; and
- b) the Arlington School Board, as a Non-Instructional Advisory Committee.

**Mission:** The Committee shall serve as a conduit for information about aquatic programs between and among community organizations, including Arlington’s several aquatic recreational and competitive associations, and Arlington County Government and Arlington Public Schools as they relate to the operations and use of the Arlington indoor swimming pools located within the high schools (hereafter known as the “Pools”). The Committee shall report promptly on any subject referred to them by the County Board and/or School Board via the Committee’s reporting structure.

**Functions and Scope:** The Committee may conduct public meetings, forums and educational programs, investigate and mediate complaints regarding aquatic operations and programs of the Pools, publicize existing or proposed aquatic programs of the Pools, and make recommendations to the County Board, through the Sports Commission, and to the School Board on –

1. The adequacy and efficiency of existing and planned aquatic-related programs and facilities including but not limited to activities offered, policies governing participation, fees charged, and relationships among various activities of the Pools.
2. The adequacy of agreements and other sources of policy that govern relationships between Arlington County and Arlington Public Schools regarding the joint use, and funding of aquatic facilities, programs and operations of the Pools.
3. The need for additional aquatic programs and/or aquatic facilities.
4. The involvement of Arlington businesses and private community institutions or organizations in aquatic programs and facilities of the Pools, including but not limited to affinity access relationships, rentals and competitive events.
5. Arlington’s participation in the development of aquatic facilities or programs on a regional or broader basis, and the use of such facilities and participation in such programs by Arlington residents and by non-residents.

**Membership:** The Committee shall be composed of ten (10) members. Members of the Committee shall be appointed for two-year terms.

1. The County Board shall appoint five (5) persons to serve on the Aquatics Committee from applications submitted under policies governing citizen advisory committees. Recommendations of the Sports Commission will be given deference. The County Board will select one of the five (5) persons to be the Committee representative on the Sports Commission. One or more of the persons selected for the Committee will be representatives of various interest groups who frequent the Pools, including, but not limited to leisure/recreation, persons with disabilities, competitive aquatics, instructional, aquatic fitness, senior adults and lap swimmers.
2. The Arlington School Board shall appoint five (5) persons to serve on the Aquatics Committee from applications submitted to the School Board under policies governing citizen committees. One or more of the persons selected for the Committee will be representatives of various interest groups who frequent the Pools, including, but not limited to leisure/recreation, persons with disabilities, competitive aquatics, instructional, aquatic fitness, senior adults and lap swimmers.
3. Members may be replaced following three unexcused absences from regularly scheduled meetings in a year.

**Leadership:** The Committee members shall elect a Chair and a Vice Chair. The Chair will lead the efforts of the Committee, and the Vice Chair will lead when the Chair is unavailable. The Chair and the Vice Chair will serve for two-year terms. The Chair and Vice Chair positions will rotate each term with one being a Committee member who is School Board appointee and the other a Committee member who is County Board appointee. The Committee shall forward the names to the School Board and the County Board for ratification.

**Meetings:** The committee will meet at least four times a calendar year to fulfill its role and responsibilities outlined in this charter.

1. Business may be conducted when a quorum is present.
2. A majority of members constitutes a quorum.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Staff Liaisons:**

1. The Director of Aquatics Management will be assigned as the School Staff Liaison to the committee.
2. The County will assign one DPR staff liaison to the committee.

**Update of this Charter:** From time to time, the Joint Aquatics Committee shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Staff Liaisons.