

**Town of Castle Rock  
Teen Advisory Group  
Organizational Structure and Duties**



**A. Purpose**

The purpose of the Teen Advisory Group (T.A.G.) is to advise the Town's Parks and Recreation Department in the general planning, preparation and organization of events and activities in the Youth Department of the Recreation Center and the Town.

**B. Powers and Duties**

The Teen Advisory Group shall be advisory to the Town's Parks and Recreation Department with respect to the following powers and duties:

1. To assist the Parks and Recreation Department in the planning, preparation and organization of youth and teen information for the Town's Recreation Guide, Teen Night, and other special events and activities;
2. To develop, organize, plan and participate in community service and outreach programs for the Town's Parks and Recreation Department;
3. To assist in developing specific marketing plans and ideas to increase participation in youth and teen programs at the Recreation Center and through the Parks and Recreation Department.
4. To report to the Parks and Recreation Commission on at least an annual basis of their activities and programs.

**C. Membership**

The Teen Advisory Group shall consist of at least 8 members but no more than 15 members. Members shall be persons enrolled in grades seventh through twelve during their term. Members of T.A.G. will be selected by the TAG Coordinator, and attend a Douglas County School while serving on the Committee. All members of the Teen Advisory Group shall serve without salary, but may be entitled to reasonable reimbursement expenses when necessary.

**D. Terms**

Members of the Teen Advisory Group shall serve one year terms. Regular terms shall begin October 1 of the appointed year. No person shall serve more than four consecutive terms. Members need to reapply yearly.

**E. Removal**

Members shall serve at the pleasure of the TAG Coordinator, and may be removed by the Coordinator at any time for any reason.

**F. Vacancies**

In the event a vacancy occurs on the Teen Advisory Group for any reason, the TAG Coordinator shall fill the vacancy for the remaining unexpired term. Vacancies shall also occur when any member is no longer eligible for any reason, including but not limited to, the residency requirement and enrollment in school requirement.

**G. Attendance**

Meetings will be held twice a month throughout the year. Members must attend at least 12 meetings per year to remain in the group. In addition, members will determine the six events that the group will assist with during the course of the year and each member must participate in at least two of the events to remain in the group.

**H. Amendments**

The TAG Coordinator may amend this Organizational Structure and Duties from time to time.

**I. Bylaws**

The Teen Advisory Group shall adopt its bylaws, which shall become final upon approval of the Recreation Manager.

**I. Informal Committee**

The Teen Advisory Group shall be an informal committee, and it shall not be subject to the Colorado Open Meetings Law.

Signed:

\_\_\_\_\_  
Teen Advisory Group Representative

\_\_\_\_\_  
Date