

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

Policy Memorandum #34

Date: Revised June 3, 2014; October 17, 2017; Revised September 13, 2022

***This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.**

Subject: Select Board Liaison Policy

The Truro Select Board hereby adopts the following policy for the Select Board Liaison position that provides for the inter-working, communication and coordination with all of the standing Town Multi-member Boards, Committees, and Commissions.

Annually, the Select Board will assign Select People to serve as a liaison to all of the standing Town Multi-member Boards, Committees and Commissions. The Select Board Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

Liaison Responsibilities:

1. The Select Board Liaison will not be expected to attend meetings on a regular basis. The Select Board Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon the invitation of the Chair.
2. The Select Board Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Select Board Liaison will distribute this policy memorandum to the Chair of each assigned committee.
4. The Select Board Liaison will establish a working relationship with the Chair of each committee they are assigned to and be available for consultation when needed.
5. The Select Board Liaison will be the point of contact for those multi-member bodies they are assigned to. The Liaison is responsible for communicating relevant information and actions by the Select Board to their assigned committees. They are also responsible for reporting back to the Select Board any developments, information and actions taken by their assigned committees relevant to the work of the Select Board.

Multi-Member Boards, Committees and Commissions Responsibilities:

1. The Chair of each multi-member body will ensure that the Select Board Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Select Board Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Select Board or that may require future action by the Select Board.
3. The Chair will invite the Select Board Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Select Board Liaison a joint meeting with the Select Board when the multi-member Body determines that an issues requires:
 - A. the action of the Select Board;
 - B. direction from the Select Board; or,
 - C. specific information or guidance needs to be provided to the Select Board on an issue under the purview of the Multi-member Body.
5. For those Multi-member Bodies where members are directly or jointly appointed by the Select Board, a vacancy should be immediately reported to the Town Manager and the Select Board Liaison so that the vacancy can be filled in an appropriate and timely manner.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein

Select Board
Town of Truro