



# Town of Blandford Massachusetts

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| <b>Job Title:</b> Liaison to Departments/Committees/Boards | <b>Location:</b> 1 Russell Road       |
| <b>Job Type:</b> Assigned                                  | <b>Reports To:</b> Board of Selectmen |

Select Board liaisons to other Town boards, departments and committees shall:

- 1) Be available, as needed, for consultation by the board or committee or chair on issues of procedure or substance of which the Select Board liaison has or can obtain information;
- 2) Communicate to the board or committee, via the chair, if appropriate, questions or concerns or other feedback from the Select Board;
- 3) Maintain a general familiarity with significant issues and priorities of the board or committee so that the liaison can be aware of possible connections or conflicts between the board or committee's issues or priorities and other issues and priorities of which the liaison may be aware.

*None of the above should require the liaison to attend every meeting of the board or committee but attendance at a half to a third of their meetings is recommended to see how the committee works and to provide support. In addition, a liaison may make phone or email contacts with the chair from time to time (especially before or after board or committee meetings), may require attendance at board or committee meetings from time to time, or may require attendance at board or committee meetings on a regular basis while a particular issue is being considered.*

- 4) The Select Board liaison shall not express or imply a position of the Select Board on any issue on which the Select Board's position has not been voted (or at least discussed) at an open meeting, but may express his or her own opinion on any issue being considered by a board or committee.
- 5) The Select Board liaison shall not request a board or committee to do anything on behalf of the Select Board unless the Select Board has approved such request. The Select Board liaison may request a board or committee to do something explicitly at the request of that Select Board member, taking care that the board or committee understands that it is a request, not a requirement, and that it is from an individual, not from the Select Board.
- 6) Other Select Board members may attend open meetings of boards and committees to which he or she is not liaison but shall not act as a liaison during or as a result of that attendance and should communicate with the Select Board liaison, if appropriate, any interest or concern.

