MEMORANDUM

To: Boards, Committees and Commissions

From: The Pembroke Board of Selectmen/Select Board

Date: August 14, 2020

Re: Selectmen/Selectwomen Liaison Assignments, Roles

The Board of Selectmen/Select Board have adopted the following policy for the Selectmen/Selectwomen’s Liaison position that provides for the interworking, communication and coordination with all the standing Town multi-member boards, committees and commissions. Annually, the Board of Selectmen/Select Board assign Selectmen/Selectwomen to serve as a liaison to all the standing Town multi-member boards, committees and commissions.

The Selectmen/Selectwomen Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

Intended below are best practices to be implemented with appointed boards, committees and commissions and recommended when liaising with elected boards.

Responsibilities

1. The Selectmen/Selectwomen Liaison will not be expected to attend meetings on a regular basis. The Selectmen/Selectwomen Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon invitation of the Chair.
2. The Selectmen/Selectwomen 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 Selectmen/Selectwomen Liaison will distribute this policy in the form of a memorandum to the Chair of each assigned committee.
4. The Selectmen/Selectwomen Liaison will establish a working relationship with the Chair of each committee to which they are assigned and be available for consultation when needed.
5. The Selectmen/Selectwomen Liaison will be the point of contact for those multi-member bodies to which they are assigned. The Liaison is responsible for communicating relevant information and actions by the Board of Selectmen/Select Board to their assigned committees. They are also responsible for reporting back to the Board of Selectmen/Select Board any developments, information and actions taken by their assigned committees relevant to the work of the Board of Selectmen/Select Board.
Boards, Committee and Commission Responsibilities

1. The Chair of each multi-member body will ensure that the Selectmen/Selectwomen Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Selectmen/Selectwomen Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Board of Selectmen/Select Board or that may require future action by the Board of Selectmen/Select Board.
3. The Chair will invite the Selectmen/Selectwomen Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Selectmen/Selectwomen Liaison a joint meeting with the Board of Selectmen/Select Board when the multi-member Body determines that an issue requires:
   a. Action by the Board of Selectmen/Select Board
   b. Direction from the Board of Selectmen/Select Board
   c. Specific information or guidance needs to be provided to the Board of Selectmen/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 Board of Selectmen/Select Board, a vacancy should immediately be reported to the Town Manager and the Selectmen/Selectwomen Liaison so that the vacancy can be filled in an appropriate time and manner.

Board of Selectmen/Selectwomen Liaison Roles

1. School Committee (T. Marino)
2. Council on Aging Board (J. Brown)
3. DPW Water Commissioners (J. Rushing)
4. Community Center Task Force (D. Trabucco)
5. Advisory Committee (T. Marino)
6. Safety Committee/PEMA (J. Rushing)
7. Planning Board (R. Coletta)

Regional/State Representatives

- Old Colony Planning Council (R. Coletta/D. Trabucco)
- Plymouth County Advisory Board (R. Coletta)

Selectmen/Selectwomen’s Initiatives

- Joint BOS/SC Revenue Subcommittee (J. Brown, J. Rushing)
- Town Meeting Task Force - COVID (J. Brown, J. Rushing)
- Small Business Relief Committee - COVID (J. Brown, T. Marino)
- Committee to Promote Racial Justice in Pembroke (R. Coletta, T. Marino)