

(NAME OF COMMITTEE)

Advisory Committee to the Select Board

PURPOSE:

(Name of Committee) is an advisory committee to the Select Board and shall make recommendations relating to the (maintenance and operation of the municipal golf course) for consideration of the Select Board, as per the Charter (Chapter 7, Section 13, Clause 7-13-2).

(The director of golf operations, or employee having the general powers of supervision of the golf course shall be exclusively under the day-to-day supervision of the Town Administrator, as per Charter, Chapter 7, Section 13, Clause 7-13-3. Given the limited role of the Golf Committee under the Town Charter, which is to make policy recommendations to the Select Board, the Golf Committee shall not interfere in any way with the day-to-day operation of the Golf Course or attempt to supervise or direct the Director of Golf Operations or other Town employees responsible for the operation of the Golf Course).

COMMITTEE MEMBERS/COMPOSITION/OPERATION:

The (Name of Committee) shall consist of (seven (7)) members appointed by the Select Board to staggered 3-year terms, which will run from July 1 to June 30. Each year the (Name of Committee) will reorganize and elect a Chair, Vice Chair and Clerk during the first meeting in July. ***PLEASE NOTE, SOME COMMITTEES HAVE ALTERNATES****

SCOPE AND PROCEDURE:

When directed by the Select Board, the Department Director or Town Employee, the (Name of) Committee will then work to accomplish the directive by holding public meetings to discuss and gain public input specific to the request of the Select Board. The agenda items will represent the interest of the Select Board, the Committee, the Director, Town Employee or the public.

The (Name of) Committee, through the Chair, may make recommendations specific to the (maintenance and operation of the golf course) to the Select Board. The (Name of Committee) Chair may request information from the Director, Town employee or Select Board specific to the (maintenance and operation of the golf course) to provide future recommendations.

CONDUCT:

The (Name of) Committee shall post meeting notices, maintain and post meeting minutes as required under open meeting law. If the (Name of) Committee has any concerns relative to (Golf Course) policies, such concerns shall be relayed exclusively to the Select Board. If a member of the (Name of) Committee has any concern regarding the operation of the (golf course), it shall communicate such concerns exclusively to the Town Administrator.

NOTES:

- 1) The red will need to be tailored for each committee.
- 2) You will notice that under scope and procedure, I allowed more freedom for the Committee to create agenda items. The Golf Comm is a unique situation and for the time being needs to be limited and their direction clearly spelled out as represented by the Select Board vote of 3-1. I do hope that in the future, all Committees will have the autonomy to create agenda items and there will very little input regarding the agenda items from the Select Board.
- 3) I expect there to be a wide range of variety for the “scope and procedure” for all the other Committees. I am hopeful that we can stay consistent with headings and have minimal change to the language in each of the following: “Purpose”-----Comm Members/Composition/Operation-----and Conduct. After all this is a template.
- 4) I would like this to be an agenda item for Monday to discuss and vote.