

Town of Topsfield

Policy on Appointments to Boards, Commissions, Committees by the Board of Selectmen

This policy is established by the Board of Selectmen of the Town of Topsfield to govern the recruitment and selection of volunteers for boards, committees and commissions (committees”) appointed by the Board of Selectmen. The value of volunteer committees is long recognized in Topsfield, and this policy is established to provide clear guidelines to current and potential committee members and to the staff that interact with them.

Annually, in May, and throughout the year as vacancies occur, the Board of Selectmen and the Town Administrator will advertise all committee positions that are vacant or up for reappointment. Vacancies will be posted on the Town’s website under Human Resources/Employment and on the Town Hall announcement board (located on the first floor of Town Hall), as well as announced at Selectmen's meetings. The Town Website will include instructions on applying for open positions.

Any prospective candidate for appointment or reappointment, whether responding to a published notice of vacancy or responding to a personal appeal, should apply for an open position as follows:

1. Complete the Volunteer Application.
2. Send both the completed application and, if desired, a letter of interest to the Board of Selectmen, either by email to dmorong@topsfield-ma.gov or by mail to Topsfield Town Hall, 8 West Common Street, Topsfield, Ma 01983.

Notification of appointment will be made in writing to the successful candidate and to the Chair for the appropriate Board by the Town Clerk.

Recruitment

- Volunteers shall be recruited with the intent of strengthening volunteer committees either for a specific function or for general interest to be matched at a later time.

Screening

- Applicants will be required to submit two personal and/or professional references prior to acceptance as a volunteer. Individuals who refuse to comply with this request may not be appointed.

Interviewing and Appointment

- A candidate for a new appointment will be asked to meet with the Chair of the Board to which they are applying. The Chair will then provide a letter to the Board of Selectmen indicating their recommendation regarding the candidate.
- The candidate will then interview with the Board of Selectmen, at which time the Board will take the application under advisement. At the next regularly scheduled Board of Selectmen meeting, the Board will vote whether to appoint the candidate or take no action.
- Appointments, by the Board of Selectmen, to boards, commissions or committees are made at the sole discretion of the Board of Selectmen, who may request input from other boards or commissions.

Committee Member Responsibilities

- Agree to actively perform their duties to the best of their abilities.
- Act at all times in a fair and impartial manner and in the best interest of the town.
- Comply with all federal, state and local statutes and regulations.
- Complete a mandatory online Massachusetts Conflict of Interest training.
- Read and sign documentation acknowledging they are subject to the Open Meeting Law.
- Not engage in any *ex parte* communications during any legal hearing process or other adjudicatory matter.

Liability

- Committee members are covered for liability if acting in their official capacity.

Evaluation

- Each committee has the right to regularly monitor and evaluate the work performance of all volunteers.

Termination

- Committee members may resign from their service at any time. It is requested that those who intend to resign provide advance notice of their departure.

Please contact the Town Administrator's Office at 978-887-1500 with any questions concerning this policy.

Adopted by the Board of Selectmen September 23, 2019