



Office of the Board of Selectmen
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POLICY
APPOINTMENTS TO BOARDS AND COMMITTEES
ADOPTED: 11/19/18

Title and Authority

This policy shall be known as the Town of Webster's Policy on Appointments to Boards and Committees. It has been authored by the Town Administrator and adopted by the Board of Selectmen.

This policy contains guidelines for the Board of Selectmen's appointments to volunteer positions on boards and committees. It shall apply to all groups, organizations, boards and committees (hereinafter referred to as "committees") whenever the Selectmen are required to appoint the entire committee or any members thereof.

Advertising Vacancies/Recruitment

The Office of the Board of Selectmen will publicize committee vacancies on the Town's website and Facebook page. The openings will also be announced during the Town Administrator's Report given at each Board of Selectmen's meeting. Postings will run for two consecutive weeks.

There will be an updated list of committee vacancies kept posted on the public bulletin board in the Town Hall (on the first floor near the entry/exit to the building which leads to the parking lot). This list will contain the following information:

- The name of the committee;
- The number of vacancies on the committee;
- Directions on how to submit a letter of interest for consideration;
- Contact information for questions; and
- Closing date for submission of letters of interest (where applicable).

The Board of Selectmen, Town Administrator, and existing committee members are encouraged to recruit new members for vacant committee positions.

Letter of Interest: New Volunteers

Any registered voter residing full-time in the Town of Webster may apply to be appointed to a committee. Interested residents shall be asked to submit a letter of interest by mail, in person, or electronically to the Office of the Board of Selectmen which should include their reason for wanting to join the committee along with any special qualifications they may have. Whenever possible, a resume should accompany the letter of interest.

All letters of interest will be forwarded to the Chairman and Vice Chairman of the Board of Selectmen before scheduling candidate interviews. The Chairman and Vice Chairman will pre-screen the candidates, including possibly speaking with the Chair of the committee holding the vacancy. Once approved, the Executive Assistant will contact the candidate and invite them to attend the next Board of Selectmen's meeting to be interviewed for the committee vacancy.

Interviews shall focus on the qualifications of the applicant and the specific responsibilities of the committee. All interviews, and appointments to committees, will be conducted in open session.

Once the interview has been scheduled, if not previously contacted, the Chair of the committee holding the vacancy will be notified that an applicant has come forward as well as the date and time that the interview is taking place. It is requested that the committee Chair be in attendance for the interview. Additionally, the Chair of the committee holding the vacancy will interview the applicant, either in-person or by phone, and provide written feedback of their recommendation to the Office of the Board of Selectmen prior to the date of the applicant's interview with the Selectmen.

Reappointments

Present committee members will be given every consideration if they desire reappointment at end of their expiration term. At least one month prior to their term expiration, they must inform the Office of the Board of Selectmen, in writing, if they desire to be reconsidered for appointment. The Board of Selectmen shall consider requests for reappointments, and vote on them, in open session.

Other Evaluation Factors

As a general statement and underlying principle, residents selected to serve the Town by becoming members of its important volunteer committees should:

- Be people of competence, good will, good temperament, and sound and objective judgement;
- Be drawn from new and long-term residents alike;
- Be truly interested in the welfare of the Town and all of its residents;
- Be sensitive to the long-term as well as immediate impact of their decisions and recommendations; and
- Be willing and able to devote the time and energy necessary to fulfill their responsibilities.

It should be noted that experience, while desirable, is NOT a requirement. The Board of Selectmen would like to encourage people who have not come forward before to do so and let their interests be known while embracing the spirit of community volunteerism.

After being appointed by the Board of Selectmen and then being sworn in by the Town Clerk, all volunteers must complete a brief online training program in accordance with the Massachusetts Conflict of Interest Law. This training must be renewed on an annual basis.

Term of Appointment

At the time the Board of Selectmen vote to appoint, or re-appoint, a resident to a committee, the vote must include the expiration date of the appointment. All appointment terms should end on the date of June 30th. Some committee terms are defined in the Town Charter or By-laws. If the term is not defined, than it shall be set for one (1) year or the following June 30th. In no case shall the appointment term be for longer than three (3) years. Whenever a vacancy occurs, the Selectmen shall appoint a member to fill the remainder of the unexpired portion of the term.

Restrictions

Residents who hold an elected Town office, or who serve the Town by operation of statute, by-law, or other regulation, may be appointed to serve on a voluntary committee by the Board of Selectmen unless there is a specific statute, by-

law, or other regulation prohibiting them from doing so (e.g. MGL, Town Charter). This provision shall not apply to the Town Administrator, Board of Selectmen, or any other Town employee being appointed as a committee member due to their job responsibilities or anyone being appointed as an ad-hoc or non-voting member.