

Roles and Duties of the Town Board Liaison

Town Board liaisons are members of the Town Board assigned by the Town Board to a board or commission (referred to here as “committee” for clarity) who act as a link between the committee and the Town Board. The Town Board liaisons are not directed by the committee but work closely with the chair and the members of the committee. The Town Board liaisons are not members of the committee and do not have voting rights on business before the committee but may participate in discussions before the committee.

Some of the responsibilities of the Town Board liaison include:

- Advising the board or commission of any Town Board activities related to the board or commission that are conducted by the Town Board.
- Advising the Town Board of activities conducted by the board or commission through reports at Town Board meetings.
- Responding to questions or requests for information from the committee.
- Attending meetings of the committee as possible. Attendance at every meeting is not required. Generally put, the liaison shall not attempt to influence the work or recommendations of the committee. More specifically, the liaison shall not take part in the committee’s deliberations or discussions unless (a) the committee requests the Liaison ’s participation in a particular discussion or (b) the liaison determines that he or she must speak up in order to remind the committee of Town Board direction, Town policies, or Town laws. The liaison shall not take part in any votes or decision-making of the committee.