

TOWN OF MOULTONBOROUGH
VOLUNTEER APPOINTMENT TO BOARDS AND COMMITTEES

POLICY NO. 34

1. This policy shall apply to all appointed boards and committee vacancies by the Board of Selectmen, regardless of reason, as well as the reappointment of incumbents.
2. The goal is to have the most qualified people on all boards and committees. Previous appointments as a permanent or alternate member is not a guarantee for subsequent appointment, as selecting the most qualified volunteer at the time of an opening is the Board of Selectmen's goal.
3. All appointed boards and committees, including any and all advisory committees, shall have a written list of desired volunteer skills, identified in advance, by the Board of Selectmen prior to an appointment. These skills should also be outlined in the specific committee guidelines. Each existing committee/board shall be encouraged to provide their suggestions for qualifications to the Selectmen for their consideration.
4. All Town boards and committees are subject to the Right to Know Law and must therefore comply with all provisions of RSA 91-A. All appointed boards and committees are responsible for the taking and publishing of their minutes.
5. The Town Administrator shall continually accept applications from volunteers for appointment. All applicants should be requested to provide a Town Volunteer Application with a summary of skills as well as a detailed résumé of past experience. Each application shall be date stamped for reference and entered into a master list.
6. Resignations and the expiration of the term of an appointed member of a committee/board shall immediately create a vacancy. The person whose term has expired will be asked if they desire to be reappointed (incumbent), and if so, the incumbent will be considered by the Board of Selectmen along with all new volunteers for appointment to that board or committee.
7. Before any vacancy is filled, all applicants, including the prior incumbent as well as current alternate, shall be interviewed by two members of the Board of Selectmen before a vote is taken. Each applicant will be encouraged to provide an overview of their qualifications, past experience, and how they might contribute with their knowledge and experience. Every effort should be made to have all applicants for a specific opening interviewed at the same Selectmen's meeting. Upon completion of the interviews, the Board of Selectmen shall discuss the applicant's qualifications, recommendations of the relative board or committee chair, hear reports from the interviewers in public session and then vote.

Volunteer Appointment to Boards and Committees
Policy No. 34
May 16, 2019

This policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Effective as of May 16, 2019

Joel R. Mudgett, Chairman
Russell C. Wakefield
Jean M. Beadle
Charles M. McGee
Kevin D. Quinlan

BOARD OF SELECTMEN