

**Town of Needham
Extra Committee Liaison Policy
Personnel Administration #427**

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the roles, responsibilities, and expectations for individual employees who assume additional Board, Commission, or Committee (Committee) liaison duties and responsibilities that are beyond what would be reasonably expected as part of the duties of the employee's position, as well as to establish a mechanism of compensation for this labor. This policy shall recognize extra effort and commitment of individual employees who assume the added task of coordinating the involvement of the community, external agencies and agents and/or Town Departments or Divisions to achieve common goals and who function as the Town's official representative with the committee, commission or board; as designated by the Town Manager.

2. APPLICABILITY

This policy applies to exempt employees in the management, professional, and technical classifications of the Town of Needham Classification & Compensation Plan.

3. DEFINITION OF A COMMITTEE LIAISON

A staff liaison is staff member who works closely with the assigned Committee to provide administrative, logistical, and informational support. The liaison helps facilitate communication between the Committee and Town staff, coordinates meeting logistics, and assists in carrying out the work of the Committee .

The staff liaison maintains a professional, collaborative, and supportive relationship with the Committee. Liaisons maintain open and proactive communication with Committee members and Town staff. While the liaison may provide staff expertise and support, it is important to note that the liaison does not have voting rights on the Committee and does not participate in decision-making processes, except where explicitly invited.

3.1 Responsibilities:

- Ensures that meeting agendas and minutes are created and posted.
- Ensures that meeting logistics are appropriate.
- Serves as the primary point of contact between the Committee and Town staff.
- Provides relevant and background information and updates to the Committee as necessary.
- Ensures Committee members have access to necessary documents and materials.
- Ensures that appropriate Town staff are informed about Committee decisions or outcomes.
- Ensures that meetings and decisions align with the Town's bylaws, policies and procedures, including best practices.
- Assists in the review and updating of the Committee website and any other governance documents as necessary.

- Remains neutral in decision-making.

3. POLICY

It is the policy of the Town of Needham to compensate employees who, in the sole discretion of the Town Manager, serve as liaison to a Committee which is not explicitly stated as a responsibility in their job description or involve a significant amount of meeting and/or preparation time beyond the normal business day. This compensation shall be in the form of a lump sum stipend of \$3,000 per fiscal year, for every fiscal year while still acting in this capacity. The Human Resources Department will process the yearly stipend payment for the first payroll in June. Liaisons who start outside of July 1st due to need, will have that year's rate prorated to the number of months served until the following June.

4. PROCEDURES

1. The Town Manager determines that a Committee requires a liaison from the Town of Needham with the necessary professional, managerial and/or technical expertise to function to:
 - a. ensure Committee compliance with the Open Meeting Law, Ethics Law and any and all requirements under Massachusetts General Laws and applicable Town of Needham by-laws, policies and/or directives,
 - b. maintain the necessary communication and coordination with town management to keep both town management Committee membership knowledgeable and up to date, and
 - c. provide guidance and assurance for the Committee to progress to successful objective achievement.
2. The Committee may be temporary or permanent in tenure and have a formal charge from the Select Board, Town Manager, or other Town of Needham Official to achieve stipulated goal(s) and/or objective(s) in no less than a three-month period of time.
3. The Town Manager, at their sole discretion, determines that there is no existing position that can reasonably be expected to perform liaison functions as part of their position functions, duties or responsibilities and assigns this liaison function to a competent, qualified employee.
4. This policy does not relieve employees with Committee assignments as part of their position responsibilities of this function, nor does it qualify such employees for additional compensation.
5. The Town Manager may reassign liaison duties to another employee or eliminate the position of staff liaison from a Committee as needed. Annual liaison stipend will be prorated for that year, as described in Section 3.

6. Exceptions: The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.