

## **103.4 Communications Committee Policy**

- I Purpose
- II Duties
- III Chair
- IV Membership
- V Process
- VI Term

### **SECTION I – PURPOSE**

To inform, engage and educate town residents regarding issues important to their understanding of town government, living in the Town of Berry and to being a well informed citizen. To help build a sense of community within Berry.

### **SECTION II - DUTIES**

Shall include, but not limited to the following guidelines.

- A. To prepare a monthly newsletter about the activities of the Town of Berry government and developments affecting the Town that are useful and informative to town residents; and to distribute it in the most cost effective manner possible to town residents and others the Board or Committee determines.
- B. To maintain liaison with the Town Computer/Web Committee, communicate materials appropriate for posting to the town website to the Clerk/Treasurer and/or the Computer Committee and review information on the town website for utility, timelines and appropriateness for residents and other interested parties.
- C. To assist the Clerk/Treasurer in collecting and maintaining in an organized fashion, using up-to-date cost effective technology, information that can improve Town government, help Town residents to participate in and understand issues of community governance, regulation and taxation.
- D. Plan, develop and assist in Town educational and social events.
- E. Assist the Board and other committees and commissions of the Board in communicating with Town residents as required.
- F. To research and report to the Board on other tasks as assigned.
- G. Meet monthly or at the call of the Chair.

### **SECTION III – CHAIR**

The Chair of the Committee shall be a Board Supervisor. Chair to be appointed by the Town Chair and approved by majority vote of the Town Board.

### **SECTION IV – MEMBERSHIP**

The membership of the Committee shall be residents of the Town, solicited and determined by the committee Chair and approved by Majority vote of the Town Board. Members shall serve at the pleasure of the committee Chair. Members of the committee will serve as unpaid volunteers.

**SECTION V – PROCESS**

The Committee will act as volunteer staff to carry out the duties of the Committee. If authorized by the Board, the Committee may spend Town funds to accomplish its duties, including the expenses of the activities as a line item in the Town’s annual budget. The Committee shall conduct its business at open meetings, publish an agenda, and file minutes of meetings with the Town Clerk in compliance of the open meeting laws.

**SECTION VI – TERM**

The Committee is authorized to conduct activities to carry out its duties until the Town Board formally withdraws the authorization.

Dated this 18<sup>th</sup> day of April, 2011

Posted: April 21, 2011

Brenda Kahl, Clerk/Treasurer  
Don Witmer-Kean, Supervisor  
Jim Laubmeier, Supervisor

Anthony Varda, Chair  
Chris Upper, Supervisor  
Bill Carlson, Supervisor