

Township Other Work Groups and BOS Representatives

Scope:

1. Township business is conducted with more efficiency by delegating certain tasks to other work groups, task forces, and ad hoc committees (collectively, "Other Work Groups").
2. As a result, the Board of Supervisors ("BOS") utilizes other work groups to provide recommendations to assist and inform the BOS on Township functions and operations.
3. The BOS will assign Supervisors to act as BOS representatives to these Other Work Groups. The Supervisor representatives will regularly report to the BOS at BOS meetings, updating the BOS on the business of these Other Work Groups.
4. The Supervisor representatives for the Personnel Committee will be the sitting Chairperson and Vice Chairperson of the BOS.
5. There are several Township Authorized Groups that support the Township's work and duties, and the BOS will assign Supervisors to act as liaisons to such Township Authorized Groups (See Policy #110).

Procedure:

1. The Township's Other Work Groups presently include, but are not limited to, the following:
 - Finance Work Group;
 - Fire/EMS Task Force;
 - Pension Committee;
 - Personnel Committee; and
 - Policy Committee.
2. The assignment of Supervisor liaisons should be established by the second regularly-scheduled BOS meeting of each calendar year.
3. The assignment of Supervisor representatives to ad hoc committees or task forces will be made on an as-needed basis, as determined by the BOS.
4. The Supervisor representatives to the Other Work Groups will include two (2) BOS members; no alternates will be assigned.
5. Supervisor representatives are to attend the meetings of the Other Work Group as a working member of that group.
6. The role of the Supervisor liaison at the Township Authorized Group meeting is to participate and subsequently report back to the BOS and public through the Supervisor liaison/representative reporting process.

7. The Supervisor liaison/representative reporting at the BOS regular Meetings should include pertinent details, such as: (i) the meeting date of the Other Work Group; (ii) a summary of the information discussed; (iii) future considerations for BOS action, if any; and (iv) next meeting date.
8. Should the members of the Other Work Group ask the Supervisor representative for any guidance at their Other Work Group meeting, the Supervisor representative should offer input as a standalone Township Supervisor, and should not attempt to speak on behalf of the collective BOS.
9. When a Supervisor representative is unable to attend Other Work Group meetings, no replacement Supervisor attends.

Date Adopted:

Last Revised Date:

Last Reviewed Date: