

## Township Authorized Groups and BOS Liaisons

### Scope:

1. ~~Township Board~~ business is conducted with more efficiency by delegating certain tasks to Authorities, Boards, Commissions, Committees and Task Forces. (“Township Authorized Groups” or “Groups”)
2. As a result, the Board of Supervisors (BOS) utilizes Township Authorized Groups provided recommendations to assist in fulfilling the Township’s functions and required responsibilities.
3. For continuity and transparency, the BOS will assign Supervisors to act as the liaisons to these Township Authorized Groups. The Supervisor liaisons will report to the Board of Supervisors at the BOS meetings the business of these Township Authorized Groups for which ~~he or she is~~ the Supervisors are assigned responsible as it is important that the BOS and the public ~~are~~ remain aware and informed.
4. No Supervisor liaison(s) will be assigned to the Zoning Hearing Board as per the Pennsylvania Municipalities Planning Code, as the Zoning Hearing Board is a hearing body before which the Township may appear as a party from time to time.
5. ~~The Supervisor liaisons for the Personnel Committee will be the sitting Chairperson and Vice Chairperson of the BOS.~~
6. There are several other work groups ~~Authorized Township Operations~~ that support the Township’s activities and the BOS will assign Supervisors to act as liaisons representatives to these other work groups ~~Operations as well.~~

### Procedure:

1. The Township Authorized Groups/~~Operations~~ presently include, but are not limited to:

#### **TOWNSHIP AUTHORIZED GROUPS**

~~Comprehensive Plan Task Force~~  
Easttown Citizens Advisory Committee  
Environmental Advisory Council  
Historical Commission  
Library Board ~~of Trustees~~  
Municipal Authority  
Neighborhood Watch  
Parks and Recreation Board  
~~Pension Committee~~  
~~Personnel Committee~~  
Planning Commission  
~~Policy Committee~~  
Zoning Hearing Board

## **OPERATIONS**

Police Department

Fire/EMT Service

2. The assignment of Supervisor liaisons should be established by the second first regularly scheduled BOS meeting of each calendar year.
3. It is preferred that Supervisor liaison assignments to the Township Authorized Groups ~~and Operations~~ include two BOS members, one to serve as the actual liaison and the other one to serve as the alternate liaison ~~to for~~ purposes of providing backup, added learning opportunities and increased experience.
4. The responsibility of the Supervisor liaison is to attend meetings of the Township Authorized Group. The Supervisor liaison is not a voting member of the said Township Authorized Group.
5. The role of the Supervisor liaison at the Township Authorized Group meeting is to observe, participate as needed and subsequently report.
6. The Supervisor Liaison Reports at the BOS regular Meetings ~~could~~ should include the meeting date of the Township Authorized Group, summary of the information discussed, future considerations for the BOS action and next meeting date.
7. Should the Township Authorized Group ask the Supervisor liaison for any guidance at the Township Authorized Group meeting, the Supervisor liaison should offer input as a standalone Township Supervisor, not on behalf of the collective Board.
8. When a Supervisor liaison is unable to attend a Township Authorized Group meeting, the alternate Supervisor liaison should attend that meeting in the Supervisor's place. Should the alternate not be available to attend the actual Supervisor liaison will ask one of the other Supervisors to attend as a replacement.

Date Adopted: April 03, 2017

Last Revised Date: October 01, 2018

Last Reviewed Date: