

JOB DESCRIPTION

TRORC COMMISSIONER

All towns within the Two Rivers-Ottawaquechee Regional Commission (TRORC) region shall be represented on the Commission by one or two Commissioners appointed by the legislative body of the town. The Commission bylaws also authorize the annual appointment of up to five (5) representatives from areas of citizen interest designated by the Commission. These Members-At-Large shall be entitled to full voting privileges. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Commissioners are responsible for determining the purpose, objectives, policies, and plans of the TRORC and for seeing that they are carried out by the Executive Committee and staff, for fixing Executive Committee responsibilities in accordance with the Bylaws; for authorizing the Chairperson and other officers to act for or on behalf of the Commission in performing delegated responsibilities; for creating adequate protocols for conducting the business of the TRORC; and in general for directing the management and control of the business, finances, property, and concerns of the TRORC.

Commissioners shall have the following duties and responsibilities:

I. General Matters

- Demonstrate commitment to TRORC mission and services
- Determine organizational purpose, goals and objectives
- Attend regular Board and annual meetings
- Possess a working knowledge of the Regional Plan and its policy direction
- Advise and facilitate management of TRORC affairs
- Promote the TRORC in the broader community
- Make policy decisions and implement those decisions within your community
- Review and approve Town Plans and confirmation
- Set regional policies and approve the Regional Plan
- Recommend model codes, ordinances and Plans to local governments
- Serve on subcommittees as requested
- Advise state and federal lawmakers on the needs of TRORC and member communities
- Report back to member Selectboards on TRORC activities

II. Policy and Procedure

- Robert's Rules of Order Revised shall govern the proceedings of the Commission
- Each town shall be entitled to cast only one vote at Commission proceedings
- At any meeting where two Commissioners are present and representing the same town, they shall be entitled to cast only one collective vote.
- Annually establish dues in accordance with a schedule and rate established by the Commission.
- Inquire into causes of major policies and procedure shortfalls

- At least every two years review this document of Commissioner responsibilities to make changes to meet the then current requirements of the TRORC
- Elect the Executive Committee at the annual meeting
- Authorize the annual appointment of Members-At-Large by a favorable vote of at least 75% of Commissioners present at a meeting noticed for this purpose.

III. Operations

- Review and amend TRORC Bylaws as necessary
- Review and approve major TRORC policies
- Review and accept monthly financial reports and meeting minutes
- Review and approve the annual budget and work program

IV. Finances

- Maintain financial solvency through fiscal planning and management
- Approve changes in capital structure and basic changes in debt policy and other financial matters
- Monitor and protect the assets of the TRORC
- Review and approve annually the capital and operating budgets
- Receive on request periodic reviews concerning conformance to major TRORC policy
- Review and accept independent audits

Adopted by the TRORC Board of Directors on _____, 2016.

William B. Emmons, III, Chairperson