Approved October 13, 2025

Guidance for Town Councilors in their Role as Committee Liaison

Among the responsibilities of elected Town Councilors for the Town of Washington Grove is serving as the liaison between a committee or commission and the full Town Council and Mayor. In the role of ***Liaison***, Councilors have the following duties:

1. Attend meetings of the Committee or Commission.

2. Generate a summary report of Committee or Commission activities, capturing the issues, and submit it four days prior to Town Council meetings.

3. Notify the Mayor and/or Town Council of plans being discussed that would significantly affect Town property, including the installation of new features and alterations to existing facilities.

4. Advise the Committee or Commission of actions or concerns of the Town Council that may be of interest to the functioning of the body.

5. Monitor whether Minutes are generated from meetings and approved *monthly* in a timely manner.

6. Monitor and encourage *monthly* posting of the Minutes on the Town's website in a timely for access by residents.

7. Notify the Mayor and/or Town Council of serious conflicts within the Committee or Commission that appear to be impeding the work of the group.

8. Tell any Commission or Committee member who seems unsatisfied with the actions of the group that they may directly approach the mayor and/or Town Council with their proposal or concerns.