



Windham Regional Commission Commissioner Job Description

There are two categories of Commissioners: Town Commissioners and Citizen Interest Commissioners. Town Commissioners are appointed by their Selectboards. Windham Regional Commission (WRC) Bylaws allow towns in good standing to appoint up to two Commissioners. Citizen Interest Commissioners are elected by the WRC, and typically have knowledge about or regional contacts around some specific subject area (e.g., housing, economic development, land conservation). Town Commissioners serve one-year terms that start April 1st. Citizen Interest Commissioners serve for a one year term that begins October 1st. There is no limit on the number of terms a Commissioner can serve.

Being a Commissioner is a volunteer position. The WRC provides no compensation or reimbursement for time, travel, or other costs with the exception of special circumstances approved by the Chair and Executive Board. These special circumstances might include the payment of fees for WRC-related education, travel reimbursement for direct participation or testimony in regulatory hearings where the WRC is a party, or similar extraordinary engagement.

Except as specifically noted below, the job description is the same for both categories of Commissioners.

DESIRABLE QUALIFICATIONS:

1. Be interested in and willing to expend time and effort on issues relating to quality of life and orderly development of the region.
2. Have an interest in, and general knowledge of, public issues facing towns in the Windham Region.
3. Be able to balance individual or private interests and general public interests.
4. Be willing to share personal knowledge and views on important problems and opportunities facing towns and the region.
5. Have an interest in focusing on one or more programmatic areas (e.g., project review, energy, transportation, natural resources, etc.) of the Commission, in addition to the Commission's general mission and program.

6. For Town Commissioners, have a general knowledge of their town, its physical and human environments, and an ability to balance local town interests and regional interests.
7. For Citizen Interest Commissioners, have a knowledge of and be willing to speak on behalf of a special interest or citizen group that may otherwise be under-represented in Commission discussions and projects, and an ability to balance the special needs of that interest with those of the region.
8. Enjoy working with others on community and public issues.
9. Be able to devote time to the job of Windham Regional Commissioner as specified below.

RESPONSIBILITIES AND TIME REQUIREMENTS

1. Regularly attend Commission meetings, which are generally held every other month (a minimum of six meetings per year). The normal meeting time is 6:00 p.m. the last Tuesday of each month.
2. Report back to your town (Town Commissioners) or interest groups (Citizen Interest Commissioners) regularly during the year on the activities and decisions of the Commission. For example, it is recommended that Town Commissioners report to the Town Selectboard and the Planning Commission and be prepared to answer questions about the Commission at Town Meeting and other public gatherings.
3. Review agenda materials before meetings and come ready to discuss and/or decide questions before the Commission.
4. Serve on one or more Commission Committees when appointed by the Commission Chair. Commissioners generally identify which Committees they're most interested in joining.

Committees include:

- a. Those that meet periodically throughout the year (6-12 meetings) that are typically organized around a specific program of work, such as Natural Resources, Community Development, and Transportation.
 - b. Those that meet regularly once a month or as needed, such as the Project Review Committee.
 - c. Administrative Committees such as Finance, Personnel, and Nominating, that meet a few times a year on an as-needed basis.
 - d. Project Committees that undertake a special project, then disband.
 - e. Ad-hoc Committees appointed to meet a special short-term need such as Commission Bylaw update or economic development position paper.
5. The Commission and all of its Committees must abide by Vermont Open Meeting Law.
 6. Committee Chairs and staff strive to convene Committees only when there is necessary business at hand out of respect for Commissioner time. We understand the time

commitment required, including meeting preparation and travel. As a member of a Committee, you are encouraged to speak to your fellow Committee members, the Committee Chair, and staff about Committee effectiveness and efficiency.

7. Be available to hear concerns of town officials and citizen and/or interest groups on regional problems and opportunities. Bring these issues to the attention of the Commission and help evaluate the question and decide upon a course of action.

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