

Windham Regional Commission (WRC) Commissioner Job Description

WRC Commissioner Types:

There are two types of WRC commissioners -- Town Commissioners and Citizen Interest Commissioners.

Town Commissioners are appointed by their Selectboards. The WRC bylaws allow towns in good standing to appoint up to two commissioners.

Citizen Interest Commissioners. Up to 10 individuals are elected annually to one-year terms (October 01- September 30) by the Full WRC. They typically have knowledge about, expertise in, or regional contacts germane to a specific subject area (e.g. housing, economic development, land conservation). They have full voting rights on the Full Commission but have limited representation on the Executive Board. Only one Citizen Interest Commissioner can serve on the Executive Board at a time. Citizen Interest Commissioners do not have to reside in The Region.

Town Commissioners serve one-year terms that start April 1st,

Citizen Interest Commissioners serve one-year terms that begin October 1st.

There is no limit on the number of one-year terms a commissioner can serve.

Being a commissioner is a volunteer position. The WRC provides no compensation or reimbursement for commissioner time, travel, or other costs except for 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 be willing to spend time and effort on issues designed to improve the overall quality of life within the Windham region and contribute to issues that promote the orderly development of the region.
2. Have an interest in and general knowledge of public issues facing towns within the region.

3. Be able to balance individual or private interests and the interests of the overall public.
4. Be willing to share personal knowledge and views on problems and opportunities facing individual towns and the region.
5. Support the commission's mission and its work and, as needed, be able to focus extra time and energy on one or more specific programmatic areas of the commission.
6. Town Commissioners should have a general working knowledge of their town, its physical and human characteristics, and be able to balance local town interests and regional interests.
7. Citizen Interest Commissioners should have a general knowledge of and be willing to speak on behalf of a special interest or citizen group that may be under-represented in commission discussions and projects and have the 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 commissioner as specified below:

RESPONSIBILITIES AND TIME REQUIREMENTS

1. Regularly attend full commission meetings, which are generally held on the last Tuesday of the month, 6:00-7:00pm (on a bimonthly basis) for a total of six meetings per year.
2. Report back to their local town or special interest group during the year on the activities and decisions of the commission. For example, it is recommended that Town Commissioners regularly offer WRC updates to the town Selectboard and the Planning Commission and be prepared to answer questions about the WRC at Town Meeting and other public gatherings.
3. Review agenda materials before meetings and come prepared to discuss and/or decide questions before the commission.
4. Make themselves available to hear concerns and comments of town officials, citizens and special interest groups on regional problems and opportunities and bring these issues to the attention of the commission with the intent of deciding upon a course of action.
5. Serve on one or more commission committees when appointed by the Commission Chair. Commissioners generally assist with their appointments by identifying which committees they're most interested in joining.

Committee types:

Note: The commission and all its committees must abide by Vermont Open Meeting Law.

1. Committees that meet periodically throughout the year (6-12 meetings) that are typically organized around a specific program of work, such as Community Development and Transportation.
2. Committees that meet regularly once a month or as needed, such as the Project Review Committee.
3. Administrative Committees such as Finance, Personnel, and Nominating, that meet a few times a year on an as-needed basis.
4. Project Committees that undertake a special project, then disband.
5. Ad-hoc Committees appointed to meet a special short-term need such as updating commission bylaws or preparing a specific position paper.

The WRC respects and appreciates the time commitment required of commissioners to fulfill their obligations as a commissioner, therefore committee chairs and staff will convene committees only when there is necessary business to address.

Revised:

March 16, 2005

March 16, 2011

April 30, 2019

April 14, 2026