



E. Staff Liaison Role Description

Role Title:	Staff Liaison to a Town of Chapel Hill Advisory Board, Commission or Committee
Purpose:	<p>Staff Liaisons are Town of Chapel Hill employees who usually have significant staff responsibilities that relate to the same work area as the advisory board, commission or committee to which they have been assigned. They do not work "for" or "at the direction of" the group they support. They are professionals who work with their advisory board, commission or committee to develop information and recommendations for Council consideration.</p> <p>As the Town staff representative, the Staff Liaison provides factual information as needed and clarifies Town policy if there is uncertainty on a particular issue. Staff Liaisons should not participate in the deliberations of items before the advisory board, commission or committee. As the facilitator, the Staff Liaison is responsible for ensuring that advisory board, commission or committee members have all the necessary information to allow them to make informed recommendations to Council. The Staff liaison also works with the chair to develop the agenda and packet information.</p> <p>The Staff Liaison is responsible for ensuring that the requirements of federal and North Carolina laws and Town policies pertaining to advisory boards, commissions and committees are met. This responsibility includes compliance with the Open Meetings Law and the posting of minutes.</p>
Activities:	<p>The Staff Liaison will:</p> <ul style="list-style-type: none">• Attend all meetings for the advisory board, commission or committee to which they are assigned. If this is not possible, then the staff liaison will organize a replacement• Coordinate with the Chair in scheduling and creating an agenda for advisory board, commission or committee meetings• Organize details of meetings such as room booking• Ensure that meeting notifications and recordkeeping occurs consistent with applicable North Carolina State laws and Town Policies• Draft the Action Minutes, posting to web site, and providing a link to the posted memo to the Manager and Town Council, no later than the 48 hours after the meeting.• Provide regular updates to staff and advisory board, commission or committee members regarding important issues related to the work of the



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<p>Activities (Cont):</p>	<p>advisory board, commission or committee</p> <ul style="list-style-type: none"> • Serve as a communication link between the advisory board, commission or committee, other Town staff and departments, and Council, as appropriate • Provide professional guidance, issue analysis and recommendations • Make sure the intent of the advisory board, commission or committee is not lost after a decision/recommendation, and that it is conveyed to Council in a timely manner • Assist the advisory board, commission or committee in staying on track and focused • Present advisory board, commission or committee recommendations to Council, if requested to do so by either the group or Council • Maintain a positive working relationship with the Chair and members • Provide information regarding board's priorities and their status to Community Participation Coordinator for Score Card • Provide information regarding fiscal impact of advisory board, commission or committee to Community Participation Coordinator by the last day of each month
<p>Measuring Success:</p>	<ul style="list-style-type: none"> • All advisory board, commission and committee meetings will be compliant with North Carolina's Open Meetings Law • Meeting agendas will be distributed to members and uploaded to the website at least one week prior to the meeting date • Action minutes will be posted to the website within 48 hours of the advisory board, commission or committee meeting • Fiscal Impact of Advisory Boards spread sheet will be completed and returned to Community Participation Coordinator by the last day of each month
<p>Requirements/Qualifications:</p>	<ul style="list-style-type: none"> • Staff responsibilities related to the work of the advisory board, commission or committee to which they have been assigned • Strong communication skills • Knowledge of Robert's Rules of Order • Knowledge of federal and state laws affecting advisory boards, commissions and committees • Knowledge of Town of Chapel Hill policies relevant to advisory boards, commissions and committees
<p>Commitment:</p>	<p>Approximately 4 hours per week for preparation, meeting and follow-up.</p>



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GUIDELINES FOR ACTION MINUTES

Revised August 2012

Roger L. Stancil, Town Manager

The purpose of Action Minutes is to provide timely information to the Town Manager about Town Advisory Board meetings. They also serve as the minutes of the advisory boards' meetings.

Guidelines:

- The Action Minutes Template should only be used for Town Council appointed advisory boards and other significant meetings as determined by the Town Manager.
- The staff liaison or, in their absence, the senior staff person present at the meeting is accountable for drafting the memo, posting to the web site calendar item, and providing a link to the posted memo by email to the Manager and Town Council (mayorandcouncil@townofchapelhill.org) no later than 48 hours after the meeting.
- The focus of the Action Minutes is attendance and action of the Advisory Board. You must record the exact wording of each motion and the results of each vote. However, reporting on discussion should be limited to those points you believe may be of interest to the Council, using "bullets" whenever practical rather than narrative.
- When documenting a vote which is not unanimous, use the format below to record votes of the board members.

The Planning Board voted 7-3 to approve Resolution A, with voting as follows:

For

Against

(Name)

(Name)

(Name)

(Name)

(Name)

(Name)

- Limit Action Minutes to two pages
- After saving the template to another Word document, complete the information requested at the top of the report document, (i.e., Date, Name, Title, Name of Advisory Board, Date Meeting Held).