Sudbury Celebrates 375/Sudbury Day Committee

(Voted to establish August 15, 2012 by the Sudbury Board of Selectmen)

Mission Statement

It is the intention of the Selectmen in creating *Sudbury Celebrates 375/Sudbury Day Committee* to provide an instrument for recognizing a significant milestone occurring in 2014 – the 375th anniversary of Sudbury's incorporation in 1639. As such, the Committee shall evaluate fitting events to properly commemorate such a prestigious occasion (anniversary) – events encompassing many Town boards and committees, such as agriculture, conservation/ environmental, cultural/ library, historical, public safety, sports and recreation, etc. The Committee shall be appointed by the Board of Selectmen and shall provide updates to the Board when requested to do so.

Responsibilities and Functions

The Committee shall meet with appropriate Town Boards and Departments (as needed) to develop the parameters of this commemoration and outline ideas and determine direction. A calendar of events and deadlines should be advanced after such meetings. A year-long program should be established and possibly encompass some crossover events with Wayland, which is celebrating a 375th year-long celebration beginning June 2013 and ending June 2014.

The Committee shall actively promote and/or initiate research necessary to bring about ideas that will support an informative and entertaining history lesson of Sudbury. Sub-committees should be formed to promote areas of particular interests and expertise.

The Committee shall monitor the progress of events against the timetable, assess sub-committee discussions for adherence to the calendar of events, and review requirements necessary to put forth ideas and commitments to carry out planned events. Members of the 375th Committee shall not engage/employ any outside organizations or entities without first receiving permission to do so by the Town Manager who will oversee expenditures once a budget has been established.

The following shall be considered in evaluating possible kick-off events:

- publicity – getting the word out
- soliciting applications for the committee
- fundraising events
- defining the era (1639- 2014)
- recognizing the past, acknowledging Sudbury's progress and saluting its future

This celebration should incorporate entertainment, community spirit and history.

It is hoped that the Committee will reach out to the Town of Wayland, which is also celebrating the incorporation date of 1639 and our shared 375th anniversary.

Membership and Officers

The *Sudbury Celebrates 375/Sudbury Day Committee* shall have at least five members from the Sudbury community and the Board would encourage other Town entities such as the Newcomers Club, Sudbury Historical Society, the Chamber of Commerce, The Wayside Inn and others to join in on the planning and implementation of the celebration. All members would be appointed by the Board of Selectmen for terms to expire November 30, 2014.

Compliance with State and Local Laws and Town Policies

The *Sudbury Celebrates 375/Sudbury Day Committee* is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations including, but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Committee members must limit their activities and scope to that described in this Mission Statement.

Open Session Meeting. All meetings of the Committee will be held in public sessions. One Committee member should be designated as Clerk of the Committee who shall be responsible for posting meeting notices and keeping minutes of all meetings.

In particular, all appointments are subject to the following:

- **The Code of Conduct for Selectmen Appointed Committee**. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.

- **The Town's Email Communication for Committee Members Policy**. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.

- **Use of the Town's Website**. The *Sudbury Celebrates 375/Sudbury Day Committee* will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings at the Town Clerk's Office as well as on the Town's website.