



# Town of Sudbury

*Select Board*

[www.sudbury.ma.us/selectboard](http://www.sudbury.ma.us/selectboard)

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## LIAISON AND WORK ASSIGNMENTS POLICY

(Adopted 5/10/76, amended 8/23/99, 8/9/23)

As the executive board responsible for the overall leadership and coordination of town affairs, and in order to promote close cooperation among town groups, the Select Board shall maintain close liaison with selected boards, committees, and commissions.

This liaison function usually shall be performed by individual Select Board members as assigned.

The liaison and work assignments shall be made each year after board organization, as initiated by the Chair and approved by the Board. The Chair's assignments shall include Town Manager, Town Counsel, Town Moderator and Lincoln Select Board, among others.

The purpose of a liaison is to act as a conduit and facilitate communication between the Select Board and the liaised Board, Committee, or Commission. The Select Board member assigned to a liaison function shall keep the Select Board advised of significant developments and activities and specific Select Board decisions or advice required or sought. For Boards, Committees, or Commissions appointed by the Select Board, the liaison may serve as a resource or provide other support as needed.