



Croton-on-Hudson Trustee Liaison Guidelines

OVERVIEW: Trustee Liaisons are an important connection between the Board of Trustees and committees. Trustee Liaisons are generally not voting members of a committee, but are there to act as a resource and a conduit for information between the Board and a committee. Trustee Liaisons are intended to help committees stay focused, achieve priorities, and answer questions as needed. Trustee Liaison assignments do not preclude the public and Board/Committee members from communicating with any member of the Board about a concern or issue, or emailing the entire Board at boardoftrustees@crotononhudson-ny.gov.

SELECT RESPONSIBILITIES OF TRUSTEE LIAISONS:

1. Upon assignment, Trustee Liaisons are encouraged to introduce themselves to each of their assigned committees and brief members on the role and purpose of the Liaison position, and distribute these guidelines to the Chair and each of the members.
2. The Liaison is expected to consistently attend meetings of assigned committees. While the Trustee Liaison is not required to attend every meeting, the Liaison should establish a working relationship with the Chair and members of each assigned committee and make a point to contact the Committee Chair when significant issues arise which may require Village Board assistance.
3. The Liaison is responsible for communicating relevant information and actions by the Village Board of Trustees to their assigned committees. They are also responsible for reporting back to the Board of Trustees on any developments, information, and actions taken by their assigned committees relevant to the work of the Board of Trustees.
4. As appropriate, the Liaison can share information, issues, or opportunities that the committee should be aware of, or could work with other Committee Chairs on.

SELECT RESPONSIBILITIES OF COMMITTEES:

1. The Committee Chair will notify the Trustee Liaison with as much advance notice as possible (to ensure attendance) when he or she is needed to attend a meeting.
2. The Committee Chair will inform the Liaison of any significant issues under current or potential discussion that is relevant to the roles and responsibilities of the Board of Trustees or may require future action of the Board.