Chittenden Solid Waste District

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BOARD OF COMMISSIONERS – EXPECTATIONS

Position Description for a Board Member
The Board of Commissioners is created by the State of Vermont 24 V.S.A Chapter 121, Subchapter 3, Article 2. The Commission is the governing body of CSWD. A volunteer group, the board is comprised of representatives and alternates appointed by the legislative body of each of the 18- member municipalities.

Board Member General Information:
Board members have a strong belief in CSWD's mission to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner. They share a strong commitment to environmentally and financially sound waste management practices. The Commissioners diverse background, whether technical, political, or financial, offer a balanced representation of the citizens of Chittenden County. Their work involves policy development, negotiating for contracts and land options, approving budgets, adopting ordinances and resolutions and refining waste management programs. The results of the decisions made by these hard-working individuals are far-reaching.

In addition, members of this Board are expected to:

- Attend all scheduled meetings, or if a meeting is missed, will let Executive Director know ahead of the meeting if they will not be able to attend;
- Review all materials provided to the board ahead of time;
- Act from a spirit of cooperation and with respect towards other board members, staff members, and members of the public appearing before the board;
- Avoid actual or apparent conflicts of interest or bias (also listed below);
- When deciding a controversy or responding to a request conduct themselves in a fair and impartial manner;
- Comply with all aspects of the Vermont Open Meeting and Access to Public Records laws;
- Consider fairly the interests of all individuals and organizations whose interests may be affected by their actions as a board of commissioner;
- Report back to their select board or city/councils periodically as requested by the community;
- Follow any guidelines or rules established by the select board or city council about their role or
- conduct.

Appointment:
The board is comprised of representatives and alternates appointed by the legislative body of each of the 18- member municipalities. Each of the District member municipalities appoints a representative and an alternate member to serve on the Board. Alternate board members have voting authority in the absence of the representative at monthly board meetings. Member municipalities beginning with letters A through K appoint their representative commissioners in even numbered years. Member

municipalities beginning with letters L through Z appoint their representative commissioners in odd numbered years. Each commissioner and alternate commissioner serve a term of two years ending May 31 or until a successor is duly appointed.

Meetings:
Regular board meetings are held on the fourth Wednesday of the month and begin at 6:00 p.m. Meetings generally end between 7:30 and 8:30 p.m.

Conflict of Interest:
The Conflict of Interest and Ethics Policy adopted by the Board of Commissioner is in place for ensuring that the business of CSWD will be conducted in such a way that no CSWD Board member will gain a personal or financial advantage from his or her work for CSWD and that the public trust will be preserved. It is also the intent of the policy to ensure that all decisions made by CSWD Board members are based on the best interest of the community at large.

Voting:
Each member of the Board shall be entitled to cast one vote for every 5,000 population, or portion thereof, in the municipality which he or she represents.