



TOWN OF AMHERST

DRAFT Committee Charge

Name: Committee Name (Committee Abbreviation)

Type: *Options:* Ad Hoc Council, Council, Ad Hoc Town, Town

Legal Reference: *Options:* Amherst Home Rule Charter Section 2.6(e) [*Committees of the Council*], 2.5 [*Other Committees Created by the Council*], 3.2 [*Committees created by the Manager*] [there are probably other authorities, too]

Appointing Authority: *Options:* Town Council President [*2.6(e) committees*], Town Council [*JCPC, PB, ZBA, BCG, RCV, or Participatory Budgeting*], Town Manager in accordance with Home Rule Charter Section 3.3(c) [*all other committees*]

Number of Voting Members:

Number of Non-Voting Members:

Number of Liaisons:

Term of Appointment:

Special Municipal Employees:

Staff Support:

Composition:



[This should be brief, i.e. Five (5) voting members; if there are different categories of voting members, they should be listed as bullet points below; non-voting members and liaisons, the listings should take the same form– no bullet for number, bullets for specifics.

For example:

Five (5) Voting Members

- Four (4) Residents
- One (1) Current Member of the Amherst Housing Authority]

Purpose:

[This should be a brief statement of the reason for establishing the multiple-member body (its mission).]

Charge:

[This should be a description of what the body can do.

For example:

The [use abbreviation for committee] may/will/shall:

1. Recommend.... Etc.

or N/A]

Reports:

[List reports to be given or N/A]

Recommendation: Annually in writing to the Town Council

Action:

[List any actions a different body is instructed to take or N/A]

Charge Adopted: [date]

Charge Revised: [date]

SME Status Voted: [date or N/A]



Style Guidelines:

- All references within the Charge to the Committee the Charge is creating should use the Committee's abbreviation.
- Charges for Standing Committees should not include deadlines to meet; if deadlines are desired, they should be set forth in a new document that is adopted separately
- Charges for Ad Hoc Committees may include deadlines
- Charges should be as succinct as possible
- If there is a specific bylaw, MGL or other law associated with the committee, please reference the law, but do not include it in the charge.