

ADMINISTRATIVE DETAIL FOR NEW SCHOOL COMMITTEE MEMBERS

APPOINTMENT

Need to be appointed by Moderator/Board of Selectmen, per Regional Agreement.

Need to be sworn in by Town Clerk in order to be able to vote at the meetings.

Need documentation of both, with terms of office specified.

MANDATORY TRAINING

1. MASC 8 hours Charting the Course

Register new member with MASC (www.masc.org)

See: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section36A>.

Required: 8 hours of mandatory orientation training with MASC's Charting the Course program within the first year of their appointment.

<http://www.masc.org/field-services-3/workshop-descriptions/ctc-workshop>. They need to provide Certificate of Completion. It also needs to be filed with Town Clerk.

2. State Ethics Commission Conflict of Interest

a. Initially, provide info on Ethics Reform Legislation and Conflict of Interest Law. Also provide Summary of Conflict of Interest Law; receipt must be acknowledged.

b. Initially, provide link to on line training on Conflict of Interest

www.muniprogram.eth.state.ma.us; Certificate of Completion must be returned.

c. Annually: Provide reminder of Summary of Conflict of Interest Law; receipt must be acknowledged.

b. Bi annually: Provide reminder with link to on line training; Certificate of Completion must be returned.

3. Attorney General's Open Meeting Law Guide

Member needs to sign and return Certificate of Receipt of Materials

4. Minuteman's Acceptable Use Policy

Member needs to sign and return Minuteman Acceptable Use Policy

5. Contact Listings

Member needs to confirm contact listings on the public website and the contact sheet.

2.14.18