

Conservation Commission Member Checklist August 9 2019

Name: _____

Documents can be found at <http://monktonvt.com/boards-and-committees/conservation-commission/>

Check Upon Completion	Task	Notes
	Read <u>Conflict of Interest Policy</u> and Ask any Clarifying Questions. Check Complete once you have read and understood the entire document.	Do not act for personal gain on public committee. I have highlighted key points.
	Read <u>Open Meeting Law Quick guide</u> and ask any clarifying questions	So all committee members have an understanding of the timing around calling meetings, posting agendas etc.
	Read <u>Open Meeting Law FAQs</u> and ask any clarifying questions. Check Complete once you have read and understood the entire document.	At present we will consider quorum to be 3. Do not discuss official conservation commission business outside of a warned meeting
	Read the <u>Conservation Commission Statute</u> and ask any clarifying questions.	
	Read <u>Personnel Policy on Sexual Harassment Starting</u> starting on page 6. Ask any clarifying questions. Check complete once you have read and understood the entire policy	
	Read <u>Website Policy</u> paying particular attention to email. Ask any clarifying questions	conservationcommission@monktonvt.com will reach the whole committee.
	Activate and use town email address.	We use town emails for Commission business. Contact Ian Schulte or Stephen Pilcher for help.
	Read and Understand Commission Rules and Procedures	

I have completed the checklist: _____

Date: _____