

## Charge

### Belmont Town Administrator Screening Committee

Adopted January 9, 2012, as amended February 6, 2012

1. The Board of Selectmen hereby establishes a Screening Committee to conduct preliminary interviews and to make finalist recommendations relative to candidates for the position of Town Administrator. The Committee is to be comprised of five members including one Selectman who shall serve as Chair of the Committee.
2. Appointments to the Committee will be made no later than February 6, 2012
3. The Screening Committee shall work collaboratively with the staff of the Collins Center for Public management at UMASS Boston along the lines described in the Collins Center Scope of Services dated January 5, 2012, which is incorporated by reference.
4. The Screening Committee, with the assistance of the Collins Center, shall recommend approximately three to five candidates to be Board of Selectmen as finalists for the position of Town Administrator. The recommendations shall be unranked and the finalists must be uniformly examined before the Screening Committee makes its recommendation.
5. In carrying out this Charge the Screening Committee will utilize the Position Description adopted by the Board of Selectmen on January 9, 2012 and the Profile, prepared by the Collins Center and approved by the Board on February 6, 2012, to guide its work along with the professional advice of the Center staff.
6. To the extent permitted by law, the Screening Committee shall maintain the names and any information about candidates in strict confidence until it votes its recommendations.
7. It is the intention of the Board of Selectmen for the Screening Committee to function as a governmental body as that term is defined in the Massachusetts Open Meeting Law. Members of the Committee should make arrangements to be sworn in at the Town Clerk's Office.
8. The BOS encourages the Screening Committee members to familiarize themselves with the most recent communications from Town Counsel relative to the applicability of the Open Meeting Law, particularly with respect to record keeping and the ability to maintain the confidentiality of candidates identities. Copies of these communications will be made available to Committee members subsequent to appointment.