



# Town of Sudbury

## Conservation Commission

Conservation Department  
275 Old Lancaster Rd.  
Sudbury MA 01776  
978-440-5472  
ConCom@sudbury.ma.us

### Associate Member Policy

#### Roles, Responsibilities and Limits of Authority

*Adopted December 3, 2018 and Amended August 23, 2021 and June 5, 2023*

Associate Members are volunteers who have offered their time and expertise to assist the Sudbury Conservation Commission (SCC) in a myriad of ways to handle the wide variety of issues and opportunities that the Commission encounters. These Associate Members are an invaluable resource, and the Commission greatly values their contributions. However, we feel it is vitally important to clearly define the roles, responsibilities, and limits of authority of every Associate Member to avoid confusion within the Commission and with applicants, members of the public, or other interested parties.

#### General Roles and Limits of Authority:

- Are recommended to the Town Manager for appointment by a majority vote of the Commission for the purpose of involvement in SCC business to assist full Members and Staff in their duties on behalf of the Commission, as well as educating themselves on SCC business should they wish to apply as a Full member when a vacancy occurs. Being voted as an Associate Member does not guarantee future appointment as a full SCC member.
- Shall be appointed for a 3-year term, subject to reappointment by the Town Manager following a majority vote of the Commission.
- Shall volunteer for or be asked to perform specific tasks/projects by the Coordinator or Commission within the scope of their appointed role.
- Shall not participate in any discussions or review of projects in which they may have or appear to have a conflict of interest.
- May offer their comments and ask questions during public hearings and meetings. If their comments are not related to areas of responsibilities of the Commission, they shall clearly state that they are speaking as a member of the general public and not as an Associate Member or on behalf of the Commission.
- Shall not have voting rights.
- Shall not sign documents on behalf of the Commission.
- Shall not participate in Executive Sessions.
- Shall attend a minimum of 12 Public Hearings per year.