

## **Charge for the Advisory Town Manager Search Committee**

The advisory Town Manager Search Committee is charged with assisting the Selectboard's search for a new Town Manager. The Committee will:

- Review all applications for Town Manager received by the Vermont League of Cities and Towns.
- Recommend 8 - 10 candidates (with 2 – 3 alternates) for first round interviews.
- Help conduct first round interviews.
- Recommend 3 – 6 candidates to the Selectboard for 2<sup>nd</sup> round interviews.
- Be available to attend Committee meetings and candidate interviews.
- Maintain confidentiality throughout the process.
- Meet with Selectboard for discussion as appropriate.

Committee members will be appointed by the Selectboard at its meeting on September 14, 2016. The Committee is a public body under 1 V.S.A. Section 310. Meetings and interviews will be conducted in Executive Session to consider the appointment of a public employee per 1 V.S.A. Section 313(a)(3).

Approved by the Selectboard August 24, 2016.