



# Town of Orleans

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## Finance Committee Guidelines

19 School Road Orleans Massachusetts 02653-3699

### FINANCE COMMITTEE LIAISON PROGRAM

The goal of the Finance Committee Liaison Program is to support the Committee's responsibility for independently examining and analyzing the Town's financial affairs, including those of the Town's Departments, Boards and Committees, proposed Town budgets and capital projects, and all other proposals which would have a financial impact.

With regard to Boards and Committees, Finance Committee Liaisons can receive and review copies of Board and Committee meeting agendas, informational packets and minutes, and may attend meetings as their schedules permit. The Chair of a Board or Committee may schedule a conversation with the Liaison as an agenda item in order for the Liaison to communicate information from the Board or Committee back to the Finance Committee, and bring the questions and concerns of the Board or Committee back to the Finance Committee for discussion.

The role of the Finance Committee Liaison is to listen to, inquire about, analyze and communicate to the Committee as a whole the information provided by the Department, Board or Committee members, meetings and discussions, and thus to gain insight into the workings of the Department, Board or Committee as well as related financial considerations and their impact on the Town's resources, programs and services.

Liaison reports, which may be either written or verbal, are a standing item on Finance Committee regular meeting agendas, with the expectation that each Liaison will report regularly on his/her findings.

While each member of the Finance Committee is given Liaison assignments on an annual basis, the Chair may allow a Finance Committee member to continue to serve as a Department, Board and/or Committee Liaison for several years, or to request a different assignment.

9/24/20