



TOWN OF ORLEANS

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SELECT BOARD

TOWN
ADMINISTRATOR

TOWN MANAGER SEARCH COMMITTEE CHARGE

The Select Board will appoint a Search Committee for the purpose of conducting the recruitment for the position and to recommend a group of finalists for the Select Board to consider in selecting Orleans next Town Manager.

The Search Committee will consist of seven (7) members with a term to expire on April 30, 2023 unless extended by vote of the Select Board. The Committee will work with a recruitment consultant retained by the Town and be responsible for completing the following tasks:

1. To develop and finalize a timeline or schedule of milestone events relative to the search for a new Town Manager, subject to the approval of the Select Board.
2. To schedule listening and discussion sessions to solicit input from town staff, committees, residents and other stakeholders to help inform the Select Board about the qualities, strengths and characteristics required for a successful Town Manager.
3. To become familiar with the Town Charter as it relates to the Town Manager's role in Town Government. To review the Town Manager's job description and recommend any revision, if necessary, to the Select Board. To work with the recruitment consultant to develop marketing materials or other community information describing the work environment and performance expectations for potential candidates. To develop selection criteria for evaluation candidates.
4. To review the application materials submitted by applicants who are recommended by the search consultant for interviews and to evaluate the materials and information based on the established selection criteria. To work with the consultant to develop interview questions for the committee interview process. To conduct interviews of the recommended candidates in executive session.
5. To review background information and references as appropriate.
6. To recommend to the Select Board between 3 to 5 prospective candidates who best match the selection criteria for further consideration by the Select Board, unless a lesser number of candidates is agreed upon by the Board. The committee shall present its recommendations to the Select Board in a written report that will include a summary description of the recruitment process.
7. Provide whatever additional information the Select Board may request. This committee charge may be amended at the Select Board's determination.

Staff support for the committee will be provided by the Town Manager/Select Board Office. If additional resources are required, the committee chair will consult with the Select Board chair, who will discuss with the Town Manager how best to address the committee's needs.

All meetings of the Search Committee will be held at the Town Hall and in accordance with the Open Meeting Law. Minutes of meetings will be filed with the Town Clerk's Office within 30 days of each meeting.

Date Reviewed: September 28, 2022

Date Approved: September 28, 2022

Date Revised: October 10, 2022