



# VOLUNTEER MANUAL

A GUIDEBOOK FOR DEVELOPING POLICIES AND PROCEDURES





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# INTRODUCTION

Volunteers are the heart and soul of local government in New Hampshire. Without volunteers who are willing to serve as elected and appointed officials in our communities, municipal operations would be severely hampered, and many important governmental functions would cease to exist. Luckily, New Hampshire is blessed with thousands of residents who are willing to stand up and contribute to the betterment of their town or city.

This manual was developed to assist municipalities with recruiting and maintaining the ranks of elected and appointed officials who serve as officials and members of public bodies. It is designed to be used by managers, administrators and governing bodies who are responsible for shepherding those officials who are elected, and appointing residents to sit on municipal boards and commissions.

This Manual is made up of three sections: Frequently Ask Question, a Sample Volunteer Application Form and Job Descriptions for Elected and Appointed Positions (hyperlinked for easy access). It is our hope that when a resident asks about municipal volunteering, the FAQ and Job Descriptions will enable administrators to make the job of recruiting volunteers easier by providing prospective volunteers answers to the many questions they might have about municipal volunteering.

The NHMA's Legal Services staff provides general legal advice to municipal officials from New Hampshire Municipal Association (NHMA) member municipalities. Attorneys are available to answer legal inquiries by telephone, email, or mail; please visit <https://www.nhmunicipal.org/legal-services> for more information on the scope of legal services offered to NHMA member municipalities. The Legal Services attorneys present many educational workshops throughout the year, and attorneys are available to bring individualized programs to your area.

The NHMA's Government Affairs staff represents municipalities before the legislature and state agencies. Municipal members guide staff activity by adopting a series of legislative policies for each legislative biennium. In addition, NHMA publishes materials related to legislative issues, including the Legislative Bulletin and A Guide to Legislative Advocacy for Local Officials. For more information on NHMA legislative advocacy please <https://www.nhmunicipal.org/legislative-advocacy>.

Visit the NHMA website at <https://www.nhmunicipal.org/> to learn more about NHMA programs, services and publications.

We hope you find this Volunteer Manual useful for working with volunteers in your community, but we know that you will have questions along the way. Please don't hesitate to call us. We're here to help you. You can reach us at 603.224.7447, or by email at [legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org) or [governmentalaffairs@nhmunicipal.org](mailto:governmentalaffairs@nhmunicipal.org). If you have any other questions about the programs or services of NHMA please contact us at [nhmainfo@nhmunicipal.org](mailto:nhmainfo@nhmunicipal.org).



# FREQUENTLY ASKED QUESTIONS

## ***Can a volunteer get reimbursed for incidental expenses?***

Individuals who volunteer or donate their services to a municipality may receive reimbursement for out-of-pocket expenses such as for the cost of attending trainings and workshops and for mileage. Under federal law a volunteer cannot receive more than nominal compensation and reimbursement for expenses. Under state law a volunteer must be a person who serves without the expectation of compensation, although reimbursement for out-of-pocket expenses is permitted.

To avoid establishing an employee-employer relationship with a volunteer, the municipality should avoid compensation that is tied to productivity or the number of hours of service provided to the municipality.

Employees of the municipality may not volunteer to do the same type of work they do as a paid employee for the same employer. Given the overtime pay requirements of the Fair Labor Standards Act (FLSA), an employee might ask if he or she may volunteer a portion of his or her time for services without pay. The FLSA, however, prohibits an individual from being both a paid employee and an unpaid volunteer while performing the same or similar services for which he or she is employed. An employee could volunteer to perform other services that were not the “same or similar” to his or her paid position, but the two positions must be different to pass the test. For example, a firefighter might volunteer as a part-time referee in a town-sponsored basketball league but could not volunteer for any services involving fighting fires, inspecting buildings or any of the other services that are a part of the firefighting job.

## ***Who does the appointment?***

In most instances the appointing authority for municipal offices and volunteer positions is the governing body (select board, town council, city council). Sometimes, the appointment is by the board or commission the person is volunteering for, such as an elected planning board or zoning board of adjustment.

## ***How do I file as a candidate for an elected position?***

In towns that have adopted the nonpartisan ballot system, all candidates must file a declaration of candidacy with the town clerk during the filing period for town candidates. The filing period begins on the seventh Wednesday and ends on the Friday of the following week before the town election. Consult NHMA's Important Date Calendars for the correct time period for your town: <https://www.nhmunicipal.org/calendars-printable-pdfs>. The declaration of candidacy in towns is prepared by the town clerk in substantially the following form

I, \_\_\_\_\_, declare that I am domiciled in the town of \_\_\_\_\_, and that I am a registered voter therein; that I am a candidate for the office of \_\_\_\_\_ and hereby request that my name be printed on the official nonpartisan ballot of the town of \_\_\_\_\_.

In cities, the city charter would specify a filing period, the filing fee to be paid for each office, and, may also provide an alternative method of becoming a candidate on the ballot, such as the number of qualified voters which may be subscribed to a nominating petition in such form as the charter may require.

### ***Are there personal liability protections for volunteers and/or town officials?***

There are a number of ways that volunteers and town officials are afforded liability protection.

First, under RSA 508:17, a person who volunteers for a local government position is immune from civil liability in any action brought on the basis of any act or omission resulting in damage or injury to any person if: (a) The government entity has a record indicating that the person is a volunteer; and (b) The volunteer was acting in good faith and within the scope of his official functions and duties; and (c) The damage or injury was not caused by willful, wanton, or grossly negligent misconduct by the volunteer.

Second, persons who volunteer to serve on a municipal board or commission created by statute or charter, including but not limited to select board members, ZBA members and planning board members, **shall not** be held liable for civil damages for any vote or decision made their official capacity in good faith and within the scope of their authority. RSA 31:104.

Third, cities, towns, and village districts are required to indemnify and hold harmless volunteers who serve as elected or appointed officials for claims made under federal civil rights statutes. RSA 31:106.

### ***What is the term/length of office for appointed and elected positions?***

In most instances, persons who are appointed or elected serve three-years terms. Occasionally the term of office can be 2 years or 1 year.

### ***What happens if I move out of town?***

To serve as an elected or appointed official you must reside in the town or city. If you permanently move out of the municipality (as opposed to a temporary absence) you will be deemed to have resigned your position, and another person would be appointed to fill the vacancy.

### ***What rules govern my activities once I am appointed or elected?***

Once you are appointed you will be required to take an oath of office that is prescribed by the NH Constitution. That oath will require you to obey and abide by the laws and Constitution of the New Hampshire and United States and require you to not divulge any confidential information you receive in the performance of your official duties. Your municipality may also have a Conflict of Interest Ordinance that may require you to disclose any potentially conflicting financial interests you may have.

### ***After I am appointed or elected is there anything else I must do before I can perform official duties?***

To officially take your position, you must take an oath of office. RSA 42:1 states that every town officer shall make and subscribe to the oath or declaration as prescribed by part II, article 84 of the Constitution of New Hampshire. The moderator, town clerk, one of the selectmen or a justice of the peace are authorized to administer the oath.



### ***Can I continue to participate in social media once I am appointed or elected?***

Yes, you may continue to use social media. However, the better question is, should you? Social media can be a good tool for providing fast and efficient information to the public, however it can also be a easy way to get yourself into a compromising situation. As a local official, you must answer to the town and the voters for your actions both in your official capacity as a local official and as an everyday citizen. Expressing opinions on your social media or engaging in contentious online discussions can lead to perceived or actual conflicts of interest. Posts on various social media sites have been the focus of court cases here in New Hampshire where conflicts arose and decisions were overturned because someone posted something on a social media platform. Therefore, the best advice is to avoid excessive social media use, and if you choose to continue using social media, do so with caution.

### ***Can I serve in more than one position at the same time? Can I run for two positions at the same time?***

Yes, there are many positions that can be held by the same person. Some boards and bodies even have a requirement that a member of a different public body also serve on that board such as the ex-officio member of the select board who serves on the planning board. However, there are other positions that are expressly prohibited from being held by the same person. This is called incompatibility of office. RSA 669:7 and :8 list various positions which are incompatible with each other. For example, no person shall at the same time hold the office of both selectman and treasurer, or trustee of trust funds and collector of taxes. If two positions are incompatible with each other, you cannot run for both positions at the same time even if you only intend to accept one of the positions. Filing a declaration of candidacy for two positions that are incompatible with each other could result in your candidacy being disqualified for both.

Sometimes there are two positions that are not prohibited from being held by the same person via statute, however it would nonetheless be a bad idea for one person to serve in both roles. This scenario generally occurs when there is a high likelihood that conflicts of interest will arise for that person. An example of this would be having a member of the select board serve on the ZBA. While the statutes don't expressly deny a member of the select board from serving on the ZBA, given the relationship between the two bodies, it is very likely that this person would find themselves conflicted out of several ZBA decisions due to their role on the select board.

### ***How do I handle confidential information I get?***

As a local official, you could be provided with information that is confidential, or not intended to be released to the public at the current time. Generally this occurs when reviewing a document that contains someone else's private personal information or from being a part of a non-public session. It is very important to keep this information confidential and not abuse your position of power within the town to disclose of private information you may have learned. Disclosure of confidential information by a local official could be seen as a violation of your oath of office and could even result in your removal from office or charges filed against you.

### ***Do I need to worry about the Right-to-Know Law?***

Yes, RSA 91-A, commonly referred to as the Right-to-Know Law is one of the most important laws to be aware of. If you are an elected or appointed official, a member of a public body, or even an administrative official or employee of a town, the Right-to-Know Law will affect your position to some extent. You need to be sure that you are complying with the requirements of RSA 91-A every time you are holding a public meeting, handling governmental records, or communicating with other members of a public body. For more information on RSA 91-A and the Right-to-Know Law, please see NHMA's Right-to-Know Guidebook, or attend one of our many trainings throughout the year.

### ***How should I use email communications in my position?***

Email can be a useful tool to communicate with other members of a board or body and to exchange relevant information among local officials in town. There are two important things to remember when using email communication, 1) you should always use a dedicated email address for official business and avoid mingling professional emails with your personal email, and 2) you should make sure that you are not unintentionally violating the Right-to-Know law with your electronic communications.

Email communications sent by local officials could contain information relevant to a public records request, and emails are governmental records that may be required to be retained for a certain period of time depending on the content of the communication. That is why you do not want to be combining your personal emails with official town emails. Ideally, the town should be providing you with a dedicated town email address, however if that is not the case, you can create your own email address that you use only for town business.

Any time you are sending an email to members of a public body, you want to make sure that you are not engaging in a contemporaneous discussion of official business outside of a properly noticed public meeting. The best way to avoid this is to simply use the BCC function when sending out emails to multiple people and to limit substantive back and forth discussions to public meetings if you are a member of a board or body.

# TABLE OF VOLUNTEER POSITION DESCRIPTIONS

POSITION	GOVERNING STATUTE
<u>Agricultural Commission</u>	RSA 674:44-e
<u>Ballot Clerks</u>	RSA chapter 658 or 659
<u>Budget Committee</u>	RSA 32:15, RSA 32:16 and 32:18
<u>Building Code Board of Appeals</u>	RSA 674:34
<u>Capital Improvement Plan Committee</u>	RSA 674:5
<u>Cemetery Trustee</u>	RSA 289:7
<u>City Assessors</u>	RSA 48:13
<u>City Clerk</u>	RSA 48:2
<u>City Council</u>	RSA 44:3; RSA 46:1
<u>City Treasurer</u>	RSA 48:16
<u>Conservation Commission</u>	RSA 36-A:4
<u>Heritage Commission</u>	RSA 674:44-a
<u>Historic District Commission</u>	RSA 674:46-a
<u>Housing Commission</u>	RSA 674:44-i
<u>Library Trustee</u>	RSA 202-A:11
<u>Mayor</u>	RSA 45:1
<u>Moderator</u>	RSA 40:1 – RSA 40:4
<u>Overseer of Public Welfare</u>	RSA 41:46
<u>Planning Board</u>	RSA 674:1
<u>Recreation or Park Commission</u>	RSA 35-B:4
<u>Regional Planning Commission</u>	RSA 36:46
<u>Select Board</u>	RSA 41:8
<u>Supervisors of the Checklist</u>	RSA 41:46-a
<u>Tax Collector</u>	RSA 41:35
<u>Town Auditor(s)</u>	RSA 41:31-b
<u>Town Clerk</u>	RSA 41:16
<u>Town Clerk/Tax Collector</u>	RSA 41:45-a
<u>Town Council</u>	RSA 49-D:2
<u>Town Treasurer</u>	RSA 41:29
<u>Trustees of Trust Funds</u>	RSA 31:22
<u>Water/Electric/Sewer Commission</u>	RSA 38:18; RSA 149-I:19
<u>Zoning Board of Adjustment</u>	RSA 674:33



# VOLUNTEER APPLICATION FORM

TOWN/CITY OF \_\_\_\_\_  
APPOINTMENT APPLICATION  
BOARDS, COMMITTEES AND COMMISSIONS  
(Appointments are made as vacancies occur)

Name \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_ Lived in (insert town/city) \_\_\_\_\_ since \_\_\_\_\_

Email \_\_\_\_\_

I am interested in volunteering for one or more of the following, in order of preference  
(1st choice, 2nd choice, etc.):

- |   |   |
|---|---|
| <input type="checkbox"/> Forestry Committee             | <input type="checkbox"/> Capital Improvement Plan Committee |
| <input type="checkbox"/> Conservation Commission        | <input type="checkbox"/> Planning Board                     |
| <input type="checkbox"/> Historic District Commission   | <input type="checkbox"/> Ballot Clerk                       |
| <input type="checkbox"/> Regional Planning Commission   | <input type="checkbox"/> Agricultural Commission            |
| <input type="checkbox"/> Housing Commission             | <input type="checkbox"/> Heritage Commission                |
| <input type="checkbox"/> Building Code Board of Appeals | <input type="checkbox"/> Recreation Commission              |

Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Since \_\_\_\_\_

Do you feel there could be any conflicts of interest with your personal beliefs, occupation, or employer by being appointed to serve on the board/commission that you have applied for?

No  Yes

Education \_\_\_\_\_

Relevant Experience \_\_\_\_\_

Volunteer time available per week \_\_\_\_\_

Have you been previously appointed to any Town or School District Boards, Commissions or Committees?  No  Yes

If yes, list all \_\_\_\_\_

Are you willing to serve as an alternate member?  No  Yes

Are you willing to serve on a sub-committee?  No  Yes

I would like to change/improve the following \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The greatest personal attribute or qualification I can bring to this appointment is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I would like to be appointed because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# VOLUNTEER POSITION DESCRIPTIONS

## *Agricultural Commission Member*

### **Appointed - Position Description**

- Duties of Position:** Acting through the Agricultural Commission, participate in activities to recognize, promote, enhance, and encourage agriculture, agricultural resources, and agricultural-based economic opportunities. Assist the planning board in the development and review of those sections of the master plan which address agricultural resources. Advise local agencies and other local boards in their review of requests on matters affecting or potentially affecting agricultural resources. Coordinate activities with appropriate service organizations and nonprofit groups.
- Responsibilities:** Attend scheduled meetings of the Agricultural Commission and participate in its activities.
- Appointing Authority:** In Towns, appointed in a manner prescribed by town meeting. In cities appointed in a manner as provided in the city charter.
- Length of Appointment:** Appointed for a three-year term.
- Time Commitment:** Attend scheduled meetings of the Agricultural Commission and undertake such other duties that are assigned by the Commission.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate, and promote the purpose of the agricultural commission.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Municipal Association.

## *Ballot Clerk*

### **Volunteer Position - Appointed**

<b>Duties of Position:</b>	Ballot clerks are inspectors of election who process voters in the check-in line for town, city and state elections. The moderator may assign other election officers, including selectmen and assistant moderators to also serve as ballot clerks. Ballot Clerks shall be assigned such duties in the polling place as the moderator may determine, including, but not limited to, relieving other ballot clerks, greeting arriving voters, directing formation of lines at the poll entrance, keeping voting booths clear of electioneering materials left behind by voters, and providing assistance to those voters who declare under oath that they need assistance.
<b>Responsibilities:</b>	Process voters at town, city and state elections
<b>Appointing Authority:</b>	Inspectors of Elections who serve as ballot clerks are appointed by the political parties. If the appointed ballot clerk is not an Inspector of election, they are appointed by the Moderator.
<b>Length of Appointment:</b>	Inspectors of Elections who serve as ballot clerks are appointed by the political parties for two-year terms. If the appointed ballot clerk is not an Inspector of election, they are appointed by the City Clerk or Moderator to serve on designated election day.
<b>Time Commitment:</b>	Be available to serve on election day in a town, city, or state election.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city.
<b>Support Provided:</b>	Ballot clerk training by the town or city or the NH Secretary of State.



## ***Official or Advisory Budget Committee***

### **Volunteer Position – Elected or Appointed**

- Duties of Position:** The purpose of an official municipal budget committee is to provide a committee with special knowledge to oversee and analyze the expenditures of the various town departments and districts. In towns that have adopted the Municipal Budget Law, RSA chapter 32 and have an official budget committee, the budget committee prepares the annual operating budget, and if authorized in an SB 2 municipality, prepares a default budget for submission to each annual or special meeting of the voters of the municipality. The budget committee confers with the governing body or bodies and with other officers, department heads and other officials, relative to estimated costs, revenues anticipated, and services performed to the extent deemed necessary by the budget committee. The budget committee conducts the required budget hearings on the annual operating budget and delivers their proposed budget to the governing body for posting with the town meeting warrant along with their recommendations on special warrant articles containing appropriations. In towns with an official budget committee the amount appropriated at town meeting cannot exceed by more than 10% the amount recommended by the official budget committee. A town that does not have an official budget committee may still have an advisory or finance committee that provides general advice to the town on the proposed annual budget, but without the authority to limit expenditures by more than 10%.
- Responsibilities:** Prepare the annual operating budget, monitor expenditures during the year.
- Appointing Authority:** An official budget committee has 3 to 12 members-at-large who are either elected by the voters or appointed by the moderator, as determined by the town meeting. Advisory budget committees may be either elected or appointed.
- Length of Appointment:** Budget Committee members serve for three-year terms.
- Time Commitment:** Attend regular meetings of the committee generally on a monthly basis, except during the immediate time before town meeting, November to February, when budget committees meet weekly.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and who have familiarity with the general operations of the town.
- Support Provided:** Budget Committee training by the New Hampshire Municipal Association

## ***Building Code Board of Appeals Member***

### **Appointed Position**

- Duties of Position:** As a member of the Building Code Board of Appeals, participate in hearings and review orders, decisions, or determinations made by the building official or fire official relative to the application and interpretation of the state building code or state fire code as defined in RSA 155-A:1. Where a proposed method of construction or manner of maintaining or operating a use of land or buildings would not comply with the building inspector's or fire official's interpretation and application of the state building code or state fire code zoning, an appeal by the property owner would assert that the true intent of the code or the rules adopted thereunder have been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed by the property owner. Serving on the Building Code Board of Appeals, the member would attend hearings held by the board to hear applications for appeal and consider the testimony and documentary evidence submitted by the property owner and then issue a written decision granting or denying the requested relief.
- Responsibilities:** Attend public hearings at town or city hall when scheduled; read application documents and the applicable provisions of the state building code and state fire code.
- Appointing Authority:** In Towns, appointed in a manner prescribed by town meeting. In cities appointed in a manner as provided in the city charter
- Length of Appointment:** Appointed for a three-year term.
- Time Commitment:** Attend public hearings when applications for appeal are filed with the Board.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in and knowledge about building construction, building codes and building life safety matters arising under applicable fire codes.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Municipal Association and the New Hampshire Building Officials Association.

## *Capital Improvement Program Committee Member*

### **Appointed Position**

- Duties of Position:** Prepare and amend a recommended program of municipal capital improvement projects (CIP) as an aid to the mayor, selectmen and/or budget committee in their consideration of the annual budget. Confer with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards in developing the capital improvement plan. Classify projects according to their urgency and need for realization and recommend a time sequence for their implementation. The CIP may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and take into account public facility needs indicated by the future development of the community as projected in the master plan.
- Responsibilities:** Acting through the CIP Program Committee prepare and amend the municipality's CIP
- Appointing Authority:** In Towns, appointed by select board, town council or manager. In cities the manner of appointment as provided in the city charter
- Length of Appointment:** In Towns the term of appointment prescribed by town meeting vote or determined by the select board, town council or manager. In Cities the term of appointment as provided in city charter.
- Time Commitment:** Attend regular meetings of CIP Committee and undertake such other duties that are assigned by the Committee.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in municipal infrastructure and land use preferred but not required.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Municipal Association and/or the NH Office of Planning & Development.

## *Cemetery Trustee*

### **Elected Position**

<b>Duties of Position:</b>	Acting as a member of the board of cemetery trustees, adopt bylaws for the management of all municipal cemeteries, prepare a proposed annual budget needed for the support and maintenance of municipal cemeteries, expend all funds appropriated for cemetery purposes, expend income from trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by the municipality, prepare deeds for cemetery plots, manage and maintain all cemetery and burial records of the municipality, appoint a cemetery custodian or sexton who will supervise work done in municipal cemeteries.
<b>Responsibilities:</b>	Acting through the board of cemetery trustees manage all aspects of municipal cemetery operations.
<b>Appointing Authority:</b>	In Towns, elected for three-year terms. In cities elected as provided in the city charter
<b>Length of Appointment:</b>	In Towns elected for three-year term. In cities a trustee shall be chosen and hold their office for such term as shall be provided by city ordinance.
<b>Time Commitment:</b>	Attend regular meetings of the Board of Cemetery Trustees and undertake such other duties that are assigned by the Board.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city and are registered voters. Prior interest in and knowledge about public cemeteries preferred but not required.
<b>Support Provided:</b>	The town or city may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *City Assessors*

### **Appointed Position**

- Duties of Position:** City Assessors are appointed by the mayor-board of aldermen or city council or city manager and shall constitute a board of assessors for the city, who shall perform all the duties relative to taking the inventory and the appraisal of property for taxation, undertaking the assessment and abatement of taxes and issuing warrants for the collection of assessed taxes.
- Responsibilities:** Attend public meetings of the board of assessors and conduct the appraisal of property for taxation and manage the assessment and abatement of taxes and issue warrants for collection of taxes.
- Appointing Authority:** Appointed by the mayor-aldermen, city council, or the city manager.
- Term of Office:** The term of office will be as provide in the city charter or as provided in the appointment decision by the mayor-aldermen, city council or city manager.
- Time Commitment:** The city assessor would be a full-time position supervising the office of the assessor and would receive such salary as may be designated by the charter, or by ordinance if the charter so authorizes.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who may be required to reside in the city and be registered voters. Assessors shall, prior to appointment, have demonstrated knowledge of property appraisal or assessment and of the laws governing the assessment and collection of property taxes.
- Support Provided:** The city may pay for attendance at training programs provided by the NH Association of Assessing Officials.

## *City Clerk*

### **Appointed Position**

<b>Duties of Position:</b>	The city clerk shall be ex officio clerk of the board of mayor and aldermen and city council and shall keep a journal of all the acts, votes and proceedings of the mayor and aldermen, and also of the city councils and shall perform such other services as the mayor and aldermen or city councils may prescribe. S/he shall perform all the duties and exercise all the powers incumbent upon or vested in the town clerks of towns, except where it is otherwise provided by law. S/he shall deliver to his successor in office, as soon as chosen and qualified, all journals, records, record books, papers, files and other things whatsoever held by him in his capacity of city clerk. All records, books, papers, vouchers and documents of every kind which shall be in the hands of any officer, committee or board of officers of the city, not their individual property, which shall not be needed for their present use, shall be properly filed and deposited in the office of the city clerk, and shall be kept and preserved there by him/her as public records of the city.
<b>Responsibilities:</b>	Attend public meetings of the city council or board of aldermen, administer city clerk operations for voting registration, city elections, motor vehicle registrations and vital statistics and record keeping.
<b>Appointing Authority:</b>	Appointed by the mayor-aldermen or city council.
<b>Term of Office:</b>	The term of office will be as provide in the city charter or as provided in the appointment decision by the mayor-aldermen or city council
<b>Time Commitment:</b>	The position of city clerk would be a full-time position supervising the office of the city clerk and attending meetings of the mayor-aldermen or city council. The city clerk would receive such salary as may be designated by the charter, or by ordinance if the charter so authorizes.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the city and are registered voters. The city charter may require a period of domicile of up to one year for eligibility to run for office. A prior interest in all aspects of local town government, including but not limited to having served as an elected or appointed official on another city board or body.
<b>Support Provided:</b>	The city may pay for attendance at training programs provided by the NH City and Town Clerks Association and/or the New Hampshire Municipal Association.

## ***City Council/Alderman***

### **Elected Position**

<b>Duties of Position:</b>	A City Council/Board of Alderman member is elected by the voters. Acting as a member of the city council, the council would exercise all of the powers and duties conferred on select board members, town councils and boards of aldermen. The city council is also empowered to address all matters that general law requires to be addressed at the annual or a special meeting of a town, except those matters which by statute or charter must be placed upon the official ballot of the town. This would include proposing and adopting general ordinances, reviewing and approving the annual city budget, establishing tax rates, entering into legal contracts and borrowing funds. The City Council/Board of Aldermen also has the power to appoint officials listed in RSA 47.
<b>Responsibilities:</b>	Attend public meetings of the city council/board of alderman when scheduled; participate in city council assigned committees and provide constituent services to citizens of the community. Become knowledgeable about all aspects of local government and the services provided to citizens of your community.
<b>Appointing Authority:</b>	Elected by the voters.
<b>Term of Office:</b>	City Council/Board of Aldermen Members are elected for two or three years as specified in the city charter.
<b>Time Commitment:</b>	Attend public meetings of the city council. Attend other meetings and assignments to provide liaison to other committees, commissions and boards of the city, including visiting city departments.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the city and are registered voters. A prior interest in all aspects of local government, including but not limited to having served as an elected or appointed official on another board or body.
<b>Support Provided:</b>	The city may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *City Treasurer*

### **Appointed Position**

- Duties of Position:** The city treasurer shall have custody of all moneys belonging to the city and shall deposit city funds in such institutions as prescribed in RSA 48:16. The city treasurer shall maintain records of all sums received by and paid from the city treasury, and of all notes given by the city. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books and submit the books and vouchers to them and to the city auditors for examination, whenever so requested.
- Responsibilities:** Invest excess city funds not needed for immediate expenditures in accordance with an investment policy adopted by the mayor and board of aldermen or city council consistent with the limitations stated in RSA 48:16, III, V, VI.
- Appointing Authority:** Appointed by the mayor-board of aldermen or city council.
- Length of Appointment:** Term of appointment as provided in charter.
- Time Commitment:** Full-time employment position with the city.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the city if required by the charter. Knowledge of governmental accounting standards and municipal bookkeeping functions.
- Support Provided:** The city may pay for membership in and attendance at training programs provided by the New Hampshire Government Finance Officers Association.



## ***Conservation Commission***

### **Volunteer Position**

<b>Duties of Position:</b>	To ensure the proper utilization and protection of the natural resources and the protection of watershed resources of the city or town. To conduct research into local land and water areas, to coordinate activities of unofficial bodies organized for similar purposes and keep an index of all open space, marshlands, swamps and other wetlands. The commission may also advertise, prepare, print and distribute books, maps, charts, plans and pamphlets it deems necessary for its work, appoint clerks and other employees or subcommittees as it may require and to recommend to the governing body board. The commission may receive gifts of money or property, including water rights, both within and outside of the municipality's boundaries subject to the approval of the governing body and may also acquire by purchase the fee in land or water rights or any lesser interest. There are certain optional powers that may be granted to the commission by the legislative body, including the ability to expend funds to purchase an interest in land outside the boundaries of the municipality, subject to governing body approval, and to contribute to qualified organizations.
<b>Responsibilities:</b>	Hold public meetings and hearings, when necessary, attend meetings of other land use boards when conservation is at issue. The commission must also properly manage their accounts and funds.
<b>Appointing Authority:</b>	Appointed by the select board, city council or board of aldermen
<b>Length of Appointment:</b>	Conservation Commission Members are appointed for three (3) year terms.
<b>Time Commitment:</b>	The Conservation Commission will hold meetings whenever there is an issue relevant to their authority and could hold public hearings when the purchase of land is at stake. Meetings would likely occur monthly.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town. A prior interest in land use matters or land use development, such as real estate agent, attorney, municipal planning or related technical field such as engineering, surveying and environmental sciences is helpful but not required.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the NH Association of Conservation Commissions, the NH Office of Planning and Development or the New Hampshire Municipal Association.

## *Heritage Commission*

### **Volunteer Position**

- Duties of Position:** A Heritage Commission is established for the recognition, use and protection of primary man-made resources valued for their historic, cultural, aesthetic or community significance. The commission does not have regulatory power unless it is also given the powers of an historic district commission. The heritage commission may receive gifts of money and property, subject to approval by the governing body and can acquire in the name of the municipality the fee or lesser interest in property. The Commission can manage and control property for the purposes of preservation, survey and inventory cultural resources of the municipality, assist the planning board with sections of the master plan, and coordinate activities with service organizations and nonprofit groups.
- Responsibilities:** Hold public meetings and hearings, when necessary, attend meetings of other land use boards when relevant structures are at issue and attend site visits of property that may be acquired by the commission.
- Appointing Authority:** Appointed in a manner as prescribed by the local legislative body when established.
- Length of Appointment:** Heritage Commission Members are appointed for three (3) year terms.
- Time Commitment:** The Heritage Commission will hold meetings whenever there is an issue relevant to their authority and could hold public hearings when the purchase of land is at stake. Meetings would likely occur around once a month.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town. A prior interest in historic preservation, land use matters or land use development, such as real estate agent, attorney, municipal planning or related technical field such as engineering, surveying and environmental sciences is helpful but not required.
- Support Provided:** The town may pay for attendance at training programs provided by the NH Office of Planning and Development or the New Hampshire Municipal Association.

## ***Historic District Commission***

### **Volunteer Position Description**

- Duties of Position:** A Historic District Commission is established for the purpose of preserving the municipality's cultural resources, particularly the structures and places of historic, architectural and community value. The Commission is tasked with preserving the designated historic districts in the municipality that reflect its cultural, social, economic, political, community and architectural history, preserving property values in such districts, fostering civic beauty, strengthening the local economy and promoting the use of historic districts for the education, pleasure and welfare of the municipality's citizens.
- Responsibilities:** Establish the legal basis for historic districts through research and to prepare the content of the historic district ordinance prior to adoption by the municipality. Administer the ordinance and regulations within the historic district by reviewing applications for building permits within the district and file with the building inspector a certificate of approval or notice of disapproval.
- Appointing Authority:** Appointed in a manner as prescribed by the local legislative body when established.
- Length of Appointment:** Historic District Commission Members are appointed for three (3) year terms.
- Time Commitment:** The Historic District Commission will hold meetings whenever there is an issue relevant to their authority and review applications for building permits within the district. Meetings would likely occur around once a month.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town. A prior interest in historic preservation, land use matters or land use development, such as real estate agent, attorney, municipal planning or related technical field such as engineering, surveying and environmental sciences is helpful but not required.
- Support Provided:** The town may pay for attendance at training programs provided by the NH Office of Planning and Development or the New Hampshire Municipal Association.

## *Housing Commission*

### **Volunteer Position**

- Duties of Position:** Acting through the Housing Commission, undertake the recognition, promotion, enhancement, encouragement, and development of a balanced and diverse supply of housing to meet the economic, social, and physical needs of the municipality and its residents, viewed in the context of the region within which the municipality is situated. Assist the planning board with housing related elements of the municipal master plan and make recommendations on revising zoning and land use regulations that affect the cost and availability of housing. Advise other municipal boards on housing related matters. Receive gifts of money and property, both real and personal, in the name of the city or town, to assist in furthering the availability and affordability of housing in the community. Acquire and dispose of real property to conserve and properly use the affordable housing of the city or town.
- Responsibilities:** Attend scheduled meetings of the Housing Commission and participate in its activities.
- Appointing Authority:** Appointed in a manner prescribed by the local legislative body.
- Length of Appointment:** Appointed for a three-year term.
- Time Commitment:** Attend scheduled meetings of the Housing Commission and undertake other duties that are assigned by the Commission.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. One commission member may be a member of the local governing body. One commission member may be a member of the planning board. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate, and promote the purpose of the housing commission.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by New Hampshire Housing.

## *Library Trustee*

### **Elected Position**

<b>Duties of Position:</b>	Acting through the board of library trustees, have custody of and manage all property dedicated to library purposes; adopt bylaws for government of the library; prepare an annual budget and expend all monies appropriated for library purposes; appoint a librarian and all other library employees and set their compensation and other terms of employment.
<b>Responsibilities:</b>	Acting through the board of library trustees manage all aspects of municipal library operations.
<b>Appointing Authority:</b>	In Towns, elected for three-year terms. In cities elected as provided in the city charter
<b>Length of Appointment:</b>	In Towns elected for three-year term. In Cities the term of office as provided in the charter.
<b>Time Commitment:</b>	Attend regular monthly meetings of the Board of Library Trustees and undertake such other duties that are assigned by the Board.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in and knowledge about public libraries preferred but not required.
<b>Support Provided:</b>	The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Library Trustees Association.

## *Mayor*

### **Elected Position**

- Duties of Position:** **Under the mayor-alderman form of city**, the mayor shall be the chief administrative officer and the head of the administrative branch of the city government, supervising the administrative affairs of the city and carrying out the policies enacted by the board of aldermen. S/he shall enforce the ordinances of the city, the charter, and all general laws applicable to the city. S/he shall keep the elected body informed of the condition and needs of the city and shall make such reports and recommendations as s/he may deem advisable and perform such other duties as may be required by charter, ordinance or resolution of the elected body.
- Under the council-manager form of city**, the charter shall provide for the election of the mayor-at-large or the selection by the council of one of its own members to serve as mayor. In the council-manager plan, the mayor shall not be full-time as to the daily administrative responsibility, and authority for city operations shall be vested in the city manager.
- Responsibilities:** Attend public meetings of the city council or board of aldermen, administer city operations if under the mayor-alderman plan, make appointments to other city positions and remove department heads if so provided in the charter; participate in city committees and related functions, and provide constituent services to citizens of the community.
- Appointing Authority:** In the mayor-aldermen plan the mayor shall be elected from the city-at-large. In the council-manager plan, the charter shall provide for the election of the mayor-at-large or the selection by the council of one of its own members to serve as mayor.
- Term of Office:** Mayors are either elected for a two (2) or three (3) year term as specified in the charter.
- Time Commitment:** In the mayor-aldermen plan, the mayor shall devote full time to mayoral duties and shall receive such salary as may be designated by the charter, or by ordinance if the charter so authorizes. In the council-manager plan, the mayor chairs the city council but does not have daily administrative responsibilities, with authority for city operations vested in the city manager.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the city and are registered voters. The city charter may require a period of domicile of up to one year for eligibility to run for office. A prior interest in all aspects of local town government, including but not limited to having served as an elected or appointed official on another city board or body.
- Support Provided:** The town may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *Moderator*

### **Elected Position**

- Duties of Position:** The Moderator has the duty to preside at the town meeting, decide questions of order and make a public declaration of every vote passed. The moderator may prescribe rules of procedure for the town meeting, appoint members-at-large to the budget committee if they are not elected, appoint members to fill mid-term vacancies on appointed budget committees and appoint an assistant moderator. The moderator oversees the election process from start to finish and must file a certification of election with the town clerk upon completion of the election that indicates the number of votes received by each candidate.
- Responsibilities:** Preside over town meeting and town and state elections. Set appropriate rules of procedure, ensure compliance with the election procedure manual and other election laws.
- Appointing Authority:** The Moderator is elected on every even-numbered year.
- Length of Appointment:** The moderator is elected for a 2-year term.
- Time Commitment:** Be available to serve on election day in a town, city, or state election, and to preside at town meeting.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city.
- Support Provided:** Moderator training by the town, city or the NH Secretary of State. Attend trainings provided by the New Hampshire Municipal Association.

## *Overseer of Public Welfare*

### **Appointed/Elected Position Description**

<b>Duties of Position:</b>	To oversee all welfare administration in the town and possibly neighboring towns.
<b>Responsibilities:</b>	<p>The Overseer of Welfare must be available during business hours, five days per week. They oversee accepting applications for assistance and assisting applicants in the application process which could require making home visits. When an application is received, the Overseer of Welfare should inform the applicant of the eligibility requirements, the right to submit a written application, receive a written decision and their rights of appeal. The Overseer of Welfare will also need to address emergency assistance requests, evaluate any special circumstances that would warrant deviation from any standard guidelines and impose conditions for continued eligibility for assistance.</p> <p>Once assistance has been granted, the Overseer has a responsibility to monitor the conditions imposed on an applicant and to ensure that their eligibility criteria continue to be met. The Overseer should also investigate the possibility of recovering funds from legally liable relatives, the applicant, the state, another town or through the imposition of liens.</p> <p>If assistance is denied, the Overseer may be required to attend a fair hearing proceeding and provide documentation, oral testimony, or other evidence to support their findings.</p>
<b>Appointing Authority:</b>	The Select Board may choose to appoint a Welfare Administrator under RSA 41:56, or under RSA 669:17 the town meeting may have voted to establish an elected office of Overseer of Public Welfare.
<b>Term of Office:</b>	Three years, unless otherwise stated in the establishing article for an elected Overseer of Public Welfare.
<b>Time Commitment:</b>	Overseer of Welfare must be available during regular business hours, Monday through Friday and the also must be available in the event there is need for emergency assistance.
<b>Qualifications:</b>	Overseer of Welfare should be familiar with the rules, guidelines and criteria for welfare eligibility and should also have a background in social work or social services.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association and purchase NHMA's publication, The Art of Welfare Administration. There is also support provided by the NH Local Welfare Administrators Association.



## ***Planning Board***

### **Elected or Appointed**

- Duties of Position:** The Planning Board approves subdivisions of land and site plan approvals for multi-family, commercial and industrial uses of land. The board oversees the writing and updating of the municipality's master plan and proposes zoning amendments and holds public hearings about those amendments before approval by town meeting or legislative body. The board may also grant certain zoning permissions under Innovative Land Use Controls. Planning Boards also prepare a municipality's capital improvement plan, unless delegated to a capital improvement plan committee.
- Responsibilities:** Attend planning board meetings, develop a understanding of local land use regulations.
- Appointing Authority:** In Towns, appointed by the governing body unless the town has chosen to have members elected by the voters. In cities elected or appointed as provided in the city charter.
- Length of Appointment:** Three-year term.
- Time Commitment:** Attend regular monthly meetings of the Planning Board and undertake such other duties that are assigned by the Board.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in and knowledge about land use planning and regulation preferred but not required.
- Support Provided:** The town or city may pay for training programs provided by the New Hampshire Municipal Association and the NH Office of Planning & Development.

## *Parks/Recreation Commission*

### **Volunteer Position**

- Duties of Position:** The Recreation and Parks Commission manages, promotes, and conducts the municipality's leisure-time activities, and would have the authority to acquire, hold, manage and dispose of real and personal property for parks and recreation purposes (although the select board must approve the disposal of any real property). The commission may also make contracts, grant concessions, charge fees for participation and use of facilities, make and enforce rules regarding the use of park and recreation property, facilities and equipment and the conduct of persons thereon, and contract with and/or operate jointly with other governmental units or agencies, recreation and park programs, facilities or property. The legislative body may vote to place fees and charges in a recreation revolving fund, which does not lapse and is not considered part of the town's general revenue fund. If appointed agents to expend, Commission members may choose to expend said funds for parks and recreation purposes.
- Responsibilities:** Manage the recreation facilities and activities of the community to promote community access and participation. Attending meetings of the commission.
- Appointing Authority:** Appointed by the governing body.
- Length of Appointment:** Parks and Recreation Commission members are appointed for three (3) year terms.
- Time Commitment:** Attend meetings approximately once a month, volunteer to assist in functions likely more active in the summer.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the community.
- Support Provided:** New Hampshire Parks and Recreation Association

## *Regional Planning Commissioner*

### **Appointed Position**

- Duties of Position:** Acting through full commission meetings of the applicable Regional Planning Commission, participate in the preparation and approval of the commission's regional plan to address; the use of land within the region; the general location, extent, type of use, and character of highways, major streets, intersections, parking lots, railroads, aircraft landing areas, waterways and bridges, and other means of transportation, communication, and other purposes; the development, extent, and general location of parks, playgrounds, shore front developments, parkways, and other public reservations and recreation areas; the location, type, and character of public buildings, schools, community centers, and other public property; the improvement, redevelopment, rehabilitation, or conservation of residential, business, industrial and other areas; including the development of programs for the modernization and coordination of buildings, housing, zoning and subdivision regulations of municipalities and their enforcement on a coordinated and unified basis.
- Responsibilities:** Participate in full commission meetings of the regional planning commission and report back to the planning board and governing body of the member municipality.
- Appointing Authority:** Nominated by the planning board of each municipality from the residents thereof and then appointed by the governing body.
- Length of Appointment:** Four-year appointed term.
- Time Commitment:** Attend quarterly meetings of the Full Commission and attend sub-committee of the Full Commission as are assigned to the member and undertake such other duties that are assigned by the Full Commission.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in and knowledge in community planning and development preferred but not required.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Office of Planning and Development and the New Hampshire Municipal Association.

## *Select Board*

### **Elected Position**

<b>Duties of Position:</b>	The select board is the town's governing body and members are charged with managing the prudential affairs of the town. Select board members manage the budget, prepare the warrant for town meeting, manage town roads, carry out the policies adopted by the town meeting and manage town employees, unless otherwise provided. The select board also manages town property, town records, and has supervisory authority over certain key officials such as the Road Agent, Police Chief and an appointed Fire Chief.
<b>Responsibilities:</b>	Attend public meetings of the select board when scheduled; participate in assigned committees and provide constituent services to citizens of the community. Become knowledgeable about all aspects of town government and the services provided to citizens of your community.
<b>Appointing Authority:</b>	Elected by voters.
<b>Term of Office:</b>	Select Board Members are elected for three (3) year terms.
<b>Time Commitment:</b>	Attend public meetings of the select board which could occur as often as four (4) times per month. Attend other meetings and assignments to provide liaison to other committees, commissions and boards of the town, including visiting town departments.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town and are registered voters. A prior interest in all aspects of local town government, including but not limited to having served as an elected or appointed official on another town board or body.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *Supervisor of the Checklist*

### **Elected Position**

- Duties of Position:** The supervisors of the checklist (sometimes referred to as registrars in cities) give careful consideration of each voter registration form that is submitted to them, allowing only those who are qualified to vote on the checklist of registered voters. Supervisors help to assure the integrity of the election process in our municipalities. Supervisors must meet to accept applications and update and correct the checklist. They also must post the checklist before elections.
- Responsibilities:** For all town, city, village district or school district elections, the supervisors must hold a session 6 to 13 days prior to the election. In official ballot referendum (SB 2) towns, the supervisors must hold a session on the Saturday, 6 to 13 days prior to the first (deliberative) session. The supervisors will also meet on the day immediately prior to the first day of the filing period for candidates. Supervisors may hold additional sessions to allow citizens to register in addition to the required sessions, if they post notice of the meeting. The supervisors must make and post copies of the checklist at the office of the town or city clerk or at the town hall no later than the fourth Tuesday before any state election. Each posted checklist shall state the date, hour and place of the upcoming sessions for checklist additions. The additions and corrections resulting from such session shall be made to the previously posted checklist on or before midnight on the succeeding Friday either by additions or corrections to the checklist or by posting a new corrected checklist. Notice of such additions or corrections to the checklist shall also be given to the town or city clerk.
- Appointing Authority:** The board of supervisors of the checklist shall consist of 3 legal voters of the town. At the annual town election held in every even numbered year, the voters of each town shall elect, by ballot, one supervisor for a term of 6 years.
- Term of Office:** Six years.
- Time Commitment:** Attend necessary meetings leading up to elections to prepare the checklist, and attend all elections.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters.
- Support Provided:** The town may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *Tax Collector*

### **Appointed/Elected Position**

- Duties of Position:** A tax collector is responsible for collecting property taxes and other sums as provided by statute, such as the land use change tax under RSA 79-A. The tax collector must keep a complete and accurate account of taxes due, collected and abated and all property sold for nonpayment of taxes. The tax collector must remit all funds to the treasurer at least on a weekly basis, or daily whenever receipts total \$1,500 or more. A tax collector must submit his or her books for inspection by the treasurer and select board upon its request. RSA 41:35. The tax collector must appoint a deputy, with the approval of the select board, who shall be qualified in the same manner as the tax collector.
- Appointing Authority:** The tax collector is either elected by ballot vote or appointed by the select board according to RSA 669:17, 41:2 and 41:33.
- Term of Office:** Either a one or a three-year term as decided by the town at town meeting.
- Compensation:** The annual town meeting determines compensation for an elected tax collector in the form of fees, salary in lieu of fees or salary combined with fees. If the select board appoints a tax collector, the select board must enter a written contract as to compensation pursuant to RSA 41:33.
- Time Commitment:** The tax collector must be at his or her usual place of business for at least two hours continuously at least one day each month for the transaction of tax business, according to RSA 41:35, and the time and place shall be printed on the tax bills.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters. They should have an accounting, banking or finance background and prior interest in municipal operations.
- Support Provided:** The town may pay for attendance at training programs provided by the New Hampshire Municipal Association or the New Hampshire Tax Collectors Association.

## *Town Auditor* Hired/Elected Position

<b>Duties of Position:</b>	Conduct an audit of the accounts of any officer or agent handling funds of the municipality on at least an annual basis. Create a complete report of any audit and make it available to the public. Report findings to the Department of Revenue Administration.
<b>Responsibilities:</b>	Conduct all audits of the municipality. Notify the Department of Revenue Administration when a municipal audit is completed and adhere to all municipal audit requirements. Conduct an audit within one year after the close of the fiscal year. Examine the accounts of any officer or agent handling funds of the municipality in accordance with procedures set forth in administrative rules adopted by the commissioner of the Department of Revenue Administration. Provide all audit reports and any accompanying management letter to the commissioner.
<b>Appointing Authority:</b>	The town auditor may be hired by the municipality, or it may be an elected position.
<b>Term of Office:</b>	Any municipality that has not hired an auditor under RSA 21-J:19 shall, at the annual meeting, under an article in the warrant, choose one or more auditors. The terms of office shall be staggered so that after the year of adoption one auditor shall be chosen for a term of office for the same number of years as there are auditors on the board, provided however that in the year of adoption the members of the board shall be chosen for varying terms so that the term of one member shall expire in the next succeeding year, the term of the second member, the next year, and so on for the number of years as there are members of the board. The auditor or board of auditors shall perform the duties under RSA 41:31-c and RSA 41:31-d. If a municipality has adopted an official ballot for the election of its officers, the election of an auditor or board of auditors shall not take place until the annual meeting following the meeting at which the provisions of this section are adopted.
<b>Time Commitment:</b>	The town auditor must allocate enough time to complete the necessary audits as the need arises. Depending on the size of the town and the type/number of accounts held, this position could range from a few weeks out of the year to a full time position.
<b>Qualifications:</b>	Auditor's should have a strong financial background and an understanding of municipal accounting. A professional degree in accounting or finance is likely a necessity. The auditor should also be aware of the types of funds held by their municipality and have some familiarity with those funds.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by New Hampshire Government Finance Officers Association, the New Hampshire Municipal Association as well as assistance provided by DRA.

## ***Town Clerk/Tax Collector*** **Appointed/Elected Position**

- Duties of Position:** The offices of tax collector and town clerk may be combined by a vote of the town. The combined town clerk/tax collector shall perform all the duties of both the town clerk and tax collector including responsibility for collecting property taxes and other sums as provided by statute, such as the land use change tax under RSA 79-A, keeping a complete and accurate account of taxes due, collected and abated and all property sold for nonpayment of taxes, remitting all funds to the treasurer at least on a weekly basis, or daily whenever receipts total \$1,500 or more and submitting his or her books for inspection by the treasurer and select board upon its request. The town clerk/tax collector must also keep all town records, collect fees, record all votes passed by the town and certify the actions of the select board and other town officials.
- Responsibilities:** Attend public meetings of the select board, administer town clerk operations for voting registration, town elections, motor vehicle registrations and vital statistics and record keeping. Keep office hours needed for execution of their duties.
- Appointing Authority:** The office of town clerk/tax collector must be approved by the voters at town meeting. Approval must be by ballot vote on an article placed in the warrant. If approved, RSA 41:45-a provides that one individual will hold the combined elective office.
- Term of Office:** Either a one or a three-year term as decided by the town at town meeting.
- Time Commitment:** The position of town clerk/tax collector would be a part-time to full-time position, depending on the size and needs of the town. The town clerk/tax collector must fulfill the requirements of the tax collector and be at his or her usual place of business for at least two hours continuously at least one day each month for the transaction of tax business, according to RSA 41:35, and the time and place shall be printed on the tax bills. They would also need to hold office hours necessary to perform all functions of the town clerk.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters. They should have an accounting, banking or finance background and prior interest in municipal operations.
- Support Provided:** The town may pay for attendance at training programs provided by the New Hampshire Municipal Association or the New Hampshire Tax Collectors and Town Clerk's Associations.



## *Town Clerk*

### **Elected Position**

- Duties of Position:** The town clerk is responsible under a variety of statutes for keeping all town records, certifying the actions of select board and other town officials, making official reports, collecting fees and serving as an election official. The clerk shall record all votes passed by the town. The clerk may appoint a deputy, with the approval of the select board. The clerk may be authorized by the state Department of Safety to register motor vehicles. The clerk shall deliver to their successor in office, as soon as chosen and qualified, all journals, records, record books, papers, files and other things whatsoever held by them in their capacity as town clerk. All records, books, papers, vouchers and documents of every kind which shall be in the hands of any officer, committee or board of officers of the town, not their individual property, which shall not be needed for their present use, shall be properly filed and deposited in the office of the town clerk, and shall be kept and preserved there as public records of the town.
- Responsibilities:** Attend public meetings of the select board, administer town clerk operations for voting registration, town elections, motor vehicle registrations and vital statistics and record keeping. Keep office hours needed for execution of their duties.
- Appointing Authority:** RSA 41:16 requires the clerk to be chosen by ballot at town meeting.
- Term of Office:** Either a one or a three-year term as decided by the town at town meeting.
- Time Commitment:** The position of town clerk would be a part-time to full-time position, depending on the size and needs of the town. Town clerk compensation is determined by the annual meeting and may be in the form of fees, salary in lieu of fees or salary combined with fees.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters. A prior interest in all aspects of local town government, including but not limited to having served as an elected or appointed official on another town board or body.
- Support Provided:** The town may pay for attendance at training programs provided by the NH City and Town Clerks Association and/or the New Hampshire Municipal Association.

## *Town Council*

### **Elected Position**

<b>Duties of Position:</b>	A Town Council member is elected by the voters from an at-large district or from a defined geographic district in the municipality. Acting as a member of the town council, the council would exercise all of the powers and duties conferred on select board members, city councils and boards of aldermen. The town council is also empowered to address all matters that general law requires to be addressed at the annual or a special meeting of a town, except those matters which by statute or charter must be placed upon the official ballot of the town. Depending on the content of a municipal charter, this may include proposing and adopting general ordinances, reviewing and approving the annual town budget, establishing tax rates, entering into legal contracts and borrowing funds. The town council also appoints the chief administrative officer of the town, such as a town manager or town administrator.
<b>Responsibilities:</b>	Attend public meetings of the town council when scheduled; participate in town council assigned committees and provide constituent services to citizens of the community. Become knowledgeable about all aspects of town government and the services provided to citizens of your community.
<b>Appointing Authority:</b>	Elected by the voters.
<b>Term of Office:</b>	Town Council Members are elected for three (3) year terms.
<b>Time Commitment:</b>	Attend public meetings of the town council which could occur as often as four (4) times per month. Attend other meetings and assignments to provide liaison to other committees, commissions and boards of the town, including visiting town departments.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town and are registered voters. A prior interest in all aspects of local town government, including but not limited to having served as an elected or appointed official on another town board or body.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association.

## *Town Treasurer*

### **Appointed/Elected**

<b>Duties of Position:</b>	The town treasurer is responsible for the custody, deposit, and disbursement of town funds in compliance with detailed statutory standards. The treasurer submits books, vouchers and statements to the select board and to the town auditors whenever requested. With the approval of the select board, the treasurer appoints a deputy, who shall be sworn and who shall perform the duties of the treasurer in the treasurer's absence. The treasurer may delegate deposit, investment, recordkeeping or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the select board or town manager. The treasurer invests excess funds in accordance with the select board's investment policy. The treasurer pays out town money on orders of the select board, with certain exceptions which allow other entities to request funds.
<b>Responsibilities:</b>	Manage town funds and uphold their fiduciary duty to the town. Keep adequate records of all transactions. Review and authorize accounts payable and payroll, and engage in sound investment strategies.
<b>Appointing Authority:</b>	The town treasurer is either elected by ballot vote at annual meeting or appointed by the select board according to RSA 669:17-d.
<b>Term of Office:</b>	Either a one or a three-year term as decided by the town at town meeting.
<b>Time Commitment:</b>	The position of town treasurer would likely be a part-time position but could require full-time hours depending on the size and needs of the town. Town treasurer's compensation is determined by the annual meeting or set by the select board, if appointed.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters. They should have an accounting, banking or finance background and prior interest in municipal operations.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the New Hampshire Government Finance Officers Association and the New Hampshire Municipal Association.

## *Trustee of Trust Funds*

### **Elected Position**

<b>Duties of Position:</b>	Trustees of Trust Funds are custodians of all municipal trust funds with limited exceptions. They have a duty to administer funds, meaning to manage, direct or superintend the affairs of the municipal trusts. They have a fiduciary duty to act in the best interest of municipal trusts and to exercise due care to manage the trusts in accordance with directives of the donor and the controlling statutes. Trustees must pay out trust funds to the agents designated in the trust or the officers designated by statute for the purpose of being expended for the objects of the trust. In some cases, where agents have not been appointed, the trustees themselves make expenditures. When the trustees have reason to believe that the funds will be used for an improper purpose, they are justified in withholding payment. Trustees are also charged with the custody of reserve funds created by action of the town and funded with appropriations.
<b>Responsibilities:</b>	Formally adopt an investment policy to guide all investments made by them or their agents with any trust funds in their custody. Prudently invest funds held in trust by the town. Prepare reports and audits concerning the trust funds in their custody. Fill necessary reports with the DRA and Charitable Trust Division.
<b>Appointing Authority:</b>	Elected by the local legislative body.
<b>Term of Office:</b>	Three (3) year term.
<b>Time Commitment:</b>	Attend meetings of the Board of Trustees, devote enough time to appropriately manage funds, which will depend largely on the number of funds held by the municipality. Prepare necessary documents for auditing and be available to administer funds when requested.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town and are registered voters. They should have an accounting, banking or finance background and prior interest in municipal operations.
<b>Support Provided:</b>	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association and can reach out to the Charitable Trusts Unit of the NH Department of Justice.

## *Water/Sewer/Electrical Utility Commissioner*

### **Appointed or Elected**

<b>Duties of Position:</b>	Members of a board of commissioners manage a municipal or village district water utility. Adopt ordinances related to the utility system or structures for proper maintenance and operation. Establish water, sewer, or electrical rates, and prescribe when rates charged to customers are to be paid and change the scale of rates to defray the cost of management, operation and repair of the utility system. Manage the water or sewer fund for payment of expenses of the utility; annually submit a proposed budget for approval by the town meeting or legislative body; create and manage capital reserve funds with surplus proceeds from the water and sewer fund to pay for future replacement of the utility system infrastructure.
<b>Responsibilities:</b>	Become knowledgeable about the utility system involved
<b>Appointing Authority:</b>	Depending on local ordinance or charter, commissioners are either appointed by the governing body or elected by the voters.
<b>Length of Appointment:</b>	Whether elected or appointed, commissioners serve three-year terms.
<b>Time Commitment:</b>	Attend regular meetings of the Board of Commissioners and undertake such other duties that are assigned by the Board.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in and knowledge about water, sewer and electrical systems preferred but not required.
<b>Support Provided:</b>	The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Municipal Association.

## ***Zoning Board of Adjustment***

### **Appointed or Elected**

- Duties of Position:** The Zoning Board of Adjustment (ZBA) hears and decides requests for relief under the zoning ordinance. Where a proposed use of land would not comply with the zoning ordinance, a property owner can seek a variance, special exception or appeal a decision by the building inspector. As a member of the five person ZBA you would attend hearings held by the board to hear applications for appeal and consider the testimony and documentary evidence submitted by the property owner, affected abutters and members of the public and then issue a written decision granting or denying the requested relief.
- Responsibilities:** Attend public hearings at town or city hall when scheduled; attend site visits to learn more about the property to be considered at a public hearing; read application documents and the zoning ordinance to be prepared for public hearings.
- Appointing Authority:** Select Board, or elected by voters, depending on whether the municipality elects ZBA members.
- Length of Appointment:** ZBA Members are appointed or elected for three (3) year terms.
- Time Commitment:** The ZBA only holds public hearings when it has received an application for a variance, special exception or administrative appeal. The ZBA will likely have at least one public hearing per month, and the hearings are typically on a weekday evening. In addition, site visits might be scheduled once per month on a Saturday morning, or on the night of scheduled public hearings.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in town. A prior interest in land use matters or land use development, such as real estate agent, attorney, municipal planning or related technical field such as engineering, surveying and environmental sciences is helpful but not required.
- Support Provided:** The town may pay for attendance at training programs provided by the NH Office of Planning and Development or the New Hampshire Municipal Association.

## NEW HAMPSHIRE MUNICIPAL ASSOCIATION

The New Hampshire Municipal Association (NHMA) provides legislative advocacy, a legal advice hotline, and training programs for member municipalities. Originally formed by local officials in 1941 to represent municipal policy concerns before the state legislature, NHMA has more than 75 years of continuous service to state's municipalities. As the service and action arm of local governments throughout New Hampshire, NHMA staff respond to thousands of legal inquiries from members every year, and track hundreds of bills every legislative session, actively working to advance member-adopted policies.

NHMA also provides significant training and educational opportunities for local officials and employees from member municipalities. We know local government! Learn more at [www.nhmunicipal.org](http://www.nhmunicipal.org).

## OUR MISSION

Through the collective power of cities and towns, NHMA promotes effective municipal government by providing education, training, advocacy and legal services.

