

Town of Windsor

Memorandum

September 10, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Board/Committee Member Requirements

Council asked that I compile a list of requirements and desired qualities for the various boards and committees that it appoints.

Attached is a list of requirements, from by-laws, as well as qualities the existing members thought would be useful for the various appointed boards and committees.

This is for discussion and information.

Board/Committee Member Qualifications

Drainage Committee

By-law Requirements

- 1) The Drainage Committee shall be made up of not more than 5 members to be made up of two (2) Councilmembers and three (3) citizens.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager shall serve as a non-voting member
- 6) The citizen representatives shall be Town of Windsor residents.

Desired Qualities/Experience

- 1) Knowledge of grades/engineering/hydrology
- 2) Construction/site work experience
- 3) Historical knowledge of Windsor

Windsor Town Center Advisory Board

By-law Requirements

- 1) The WTCAB shall be made up of not more than 5 members to be made up of two (2) Councilmembers, two (2) Citizens, and the Windsor Town Center Manager.
- 2) Each member shall be appointed by the Windsor Town Council.
- 3) Members shall serve for a term of two (2) years.
- 4) Vacancies on the board shall be filled in the same manner as set forth in Article 3.2
- 5) The Windsor Town Manager and Isle of Wight County Parks and Recreation Director shall serve as an ex-officio members.
- 6) Preference shall be given to Town of Windsor residents to fill the citizen positions with Isle of Wight County residency being mandatory.

Desired Qualities/Experience

- 1) Involved in the community
- 2) Interest/Desire to serve

Economic Development Authority

By-law Requirements

- 1) No Director shall be an employee of the Town of Windsor, Virginia.
- 2) The seven Directors shall contain the following representation: 2 residents of the Town of Windsor, 3 Town of Windsor businesses, 1 member of Town Council, 1 member of Planning Commission.
- 3) All Directors shall reside in the Town of Windsor of Isle of Wight County.

Desired Qualities/Experience

- 1) Business experience
- 2) Desire to serve
- 3) In touch with business community

Planning Commission

By-law Requirements

- 1) Must be a resident of Windsor

Desired Qualities/Experience

- 1) Desire to serve the community
- 2) Involved with community