

TOWN OF AMHERST

Committee Charge

Name:	Town Services & Outreach (TSO)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 2.6(e)
Appointing Authority:	Town Council President
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	None (0)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year
Special Municipal Employees:	Not Applicable
Staff Support:	Town Manager or designee

Composition:

Five (5) members of the Town Council

Purpose:

TSO shall advise the Town Council on matters concerning the day-to-day provision of services by Amherst government and relations between the Town and the community.

Charge:

The TSO shall:

Town Services

- Review and make recommendations to the Town Council on measures that may affect the provision of services to the community by a Town department.
- Review and make recommendations to the Town Council on measures related to public ways (including transportation and parking), public lands, and Town facilities.
- Review and make recommendations to the Town Council on all appointments of Town department heads filed by the Town Manager [Charter Sec. 2.11(a)].
- Review and make recommendations to the Town Council on all appointments to multiple member bodies filed by the Town Manager [Charter Sec. 2.11(b)].

Outreach & Community Relations

- Advise the Town Council on matters that broaden participation and ensure regular and transparent communication and outreach to residents of Amherst.
- Work with the Community Participation Officer(s) [Charter Sec. 3.3(d)] to engage the community.
- Advise and make recommendations to the Town Council regarding Town Council participation in community events.
- Review and make recommendations to the Town Council on issues and measures regarding the relationship between the Town and Amherst institutions of higher education.

Reports:

To the Town Council as necessary

Action:

None

Charge Adopted: February 24, 2020

Charge Revised: [date]

SME Status Voted: N/A