



NEW HAMPSHIRE MUNICIPAL ASSOCIATION

VOLUNTEER MANUAL

A GUIDEBOOK FOR DEVELOPING POLICIES AND PROCEDURES

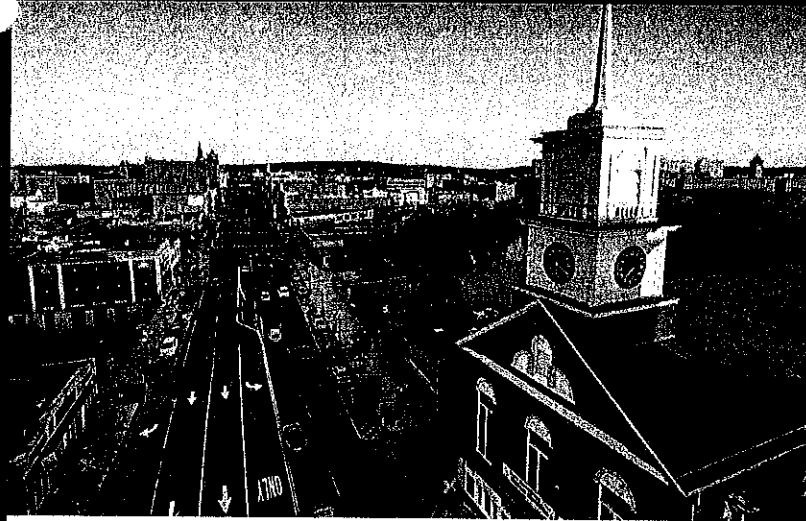


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INTRODUCTION

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 or governmentalaffairs@nhmunicipal.org. If you have any other questions about the programs or services of NHMA please contact us at 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.

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.

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>Forestry Committee</u>	RSA 31:112
<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.):

____ Forestry Committee

____ Capital Improvement Plan Committee

____ Conservation Commission

____ Planning Board

____ Historic District Commission

____ Ballot Clerk

____ Regional Planning Commission

____ Agricultural Commission

____ Housing Commission

____ Heritage Commission

____ Building Code Board of Appeals

____ Recreation Commission

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.

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

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.

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 Council/Alderman

Elected Position

Duties of Position:	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.
Responsibilities:	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.
Appointing Authority:	Elected by the voters.
Term of Office:	City Council/Board of Aldermen Members are elected for two or three years as specified in the city charter.
Time Commitment:	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.
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. 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.
Support Provided:	The city may pay for attendance at training programs provided by the New Hampshire Municipal Association.

Conservation Commission

Volunteer Position

Duties of Position:	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.
Responsibilities:	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.
Appointing Authority:	Appointed by the select board, city council or board of aldermen
Length of Appointment:	Conservation Commission Members are appointed for three (3) year terms.
Time Commitment:	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.
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 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.

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.

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.

Overseer of Public Welfare

Appointed/Elected Position Description

Duties of Position:	To oversee all welfare administration in the town and possibly neighboring towns.
Responsibilities:	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. 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. 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.
Appointing Authority:	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.
Term of Office:	Three years, unless otherwise stated in the establishing article for an elected Overseer of Public Welfare.
Time Commitment:	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.
Qualifications:	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.
Support Provided:	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association and purchase NHMA's publication, <i>The Art of Welfare Administration</i> . There is also support provided by the NH Local Welfare Administrators Association.

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

Select Board

Elected Position

Duties of Position:	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.
Responsibilities:	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.
Appointing Authority:	Elected by voters.
Term of Office:	Select Board Members are elected for three (3) year terms.
Time Commitment:	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.
Qualifications:	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.
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 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 Council

Elected Position

Duties of Position:	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.
Responsibilities:	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.
Appointing Authority:	Elected by the voters.
Term of Office:	Town Council Members are elected for three (3) year terms.
Time Commitment:	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.
Qualifications:	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.
Support Provided:	The town may pay for attendance at training programs provided by the New Hampshire Municipal Association.

Trustee of Trust Funds

Elected Position

Duties of Position:	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.
Responsibilities:	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.
Appointing Authority:	Elected by the local legislative body.
Term of Office:	Three (3) year term.
Time Commitment:	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.
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 and can reach out to the Charitable Trusts Unit of the NH Department of Justice.

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.