

Improving Governance Task Force (IGTF)

Charge: To create and maintain a town governance handbook and monitoring process that promote:

1. A clear understanding of the charges, function(s)/operations, structure and composition of all Town of West Tisbury Boards, Committees, Councils and Task Forces (“Committees”) among all existing and new members;
2. Recruitment of appointees to Committees that match candidates’ skills and experience with the work of the Committees;
3. Required standards of conduct for all members of Committees;
4. Adherence to requirements and rules of order for all Committee meetings;
5. High confidence among voters and residents in the town’s governance process.

Members: John Christensen, Susan Silk, Cynthia Mitchell

Phase I: 9/1 – 12/31/23

Develop and recommend committee charge to Select Board

Establish IGTF timeline and work plan

Create spreadsheet with:

- Committee names
- Whether legally required or not
- Structure (e.g., elected board, appointed committee, task force, etc.)
- Authority (e.g., statutory, regulatory, local bylaws, etc.)
- Charge
- # Members
- # Vacancies
- Up to date minutes (Y/N)

Develop and conduct survey of existing committees for baseline self-assessment

Phase II: 1/1 – 4/30/24

Develop recommended standards of conduct

Define requirements and rules of order for meetings

Research/identify current best practices

Draft handbook

Phase III: 5-1 – 6/30/24

Implementation:

All-committee introduction to handbook

All-committee training

Ongoing:

Monitoring, annual orientation, compliance and training