

Town of Somerset Communications Committee Charter

Establishment

The Communications Committee (the “Committee”) has been established by the Mayor, according to Sections 13-1 and 149-5 of the Town of Somerset Code, in order to **review, improve, and make recommendations related to communication channels between the Town government and its residents.** The Committee shall remain in existence, until terminated by the Mayor.

Composition and Appointment Terms

The Committee shall consist of an odd number of members. There shall be a minimum of 3 and a maximum of 9 members. Members, and the committee chairperson, shall be nominated by the Mayor and approved by the Town Council, according to Sections 13-2 and 13-4 of the Town Code. Committee members shall serve a term of **3 years**. All members shall serve at the pleasure of the Mayor.

The Committee shall have one Councilmember liaison and one Councilmember alternative, according to Section 13-5 of the Town Code. Liaisons are not voting members of the Committee.

***Officers.* From among the Communications Committee members, the Mayor shall appoint a Committee Chair, Town Journal Editor(s), or such other offices deemed necessary by the Mayor.**

Duties

The Committee shall perform the following duties:

- 1. Provide communications-related budget requests to the Mayor and Council prior to the creation of the Town’s annual budget, and recommendations for expenditures to improve Town communication throughout the year;**
- 2. Make recommendations to the Town Council, Mayor, and Staff from time-to-time regarding ways to improve Town communication channels, including, but not limited to, the Town Journal, Town website, Town announcements, and Listserv/Social Media moderation and maintenance;**
- 3. Review and assist in creation of annual Town Directory/Handbook; and**
- 4. Such other duties consistent with the Town Code and this Charter as may be assigned by the Mayor from time to time.**

Meetings

Meetings of the Committee shall be conducted in compliance with the Maryland Open Meetings Act. With the assistance of the Town Manager, public notice and an agenda shall be

issued prior to the holding of a meeting. Minutes of the meeting shall be promptly prepared, as required by the Act. Once approved by the Committee, the meeting minutes shall be given to the Town Manager.

As required by the Act, at least one member of the Committee shall complete the online training offered by the Open Meetings Compliance Board. The trainee shall inform the Town Manager once the training has been completed. All members are encouraged to complete the training. The training is available here:

https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

Records

Records of the Committee shall be retained in accordance with the Maryland Public Information Act. Committee members shall review the Town's Document Retention Schedule and make certain records are retained in accordance therewith.