

## WINTHROP TOWN COUNCIL

### Councilor Expectations/Job Description

It is a privilege to have the honor of representing the citizens of Winthrop as a Town Councilor. With that privilege comes certain expectations and responsibilities which you should understand before making such a commitment.

Full Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, exceptions or changes may be made with a minimum of one week's notice. These meetings generally start at 6:30pm and may last as long as 3 hours. Starting times may vary, however it will not generally ever begin before 5:30pm.

Special Full Council meetings may be called from time to time, again with a minimum of one weeks' notice and could happen on Monday – Thursday with similar time frames.

Each Councilor will be appointed to between 2-3 Sub-Committees, which will require between 1 and 4 meetings per month, usually held on a Monday – Thursday night with a similar time range as Council meetings, but usually not lasting more than 1 hour.

The expectation is to have all meetings; however, the requirement is not to miss more than 50% of the meetings over 3 consecutive months within each group, (Full Council/Special Council, or Sub Committee)

The busiest times of the year are generally around budget season, which would be between March and June.

Councilors are expected to have or gain a very good working knowledge about the budget and are expected to attend several of the Finance Commissions meetings concerning the budget.