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Staff Liaisons to Committees		
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No. 25 for the purpose of establishing guidelines for the role of staff liaisons to Village Committees.

Each Village Committee will have a staff liaison assigned that will be required to attend, or substitute a designee to attend, all meetings of their assigned Village Committee. In addition to attendance, this staff liaison will be responsible for the following:

1. Scheduling or confirmation of existing scheduled meeting as well as addition of meeting's time, date, etc. to the Village website calendar.
2. Preparation of final committee agenda as well as the posting of this agenda to the public no later than the Friday one (1) week prior to the scheduled meeting. This posting will take the following forms:
 - a. Post to the website. Refer to item #4.
 - b. Print **4** copies and distribute to customer service staff
 - c. Print 3 additional copies and distribute to the Police Department, Department of Public Works and the Library
 - d. Meetings that require meeting notices to property owners or neighboring municipalities require an affidavit of mailing, given to the clerk.

****All meetings will be posted in accordance with Wisconsin State Open Meetings Law.**

3. Finalize and e-mail meeting agenda, draft minutes and any additional supporting materials to the committee members.
4. Post agenda and finalized material to the website, making material available through the website calendar and agenda center. Materials are combined into one PDF document and put into the agenda center. The calendar hyperlinks to the agenda center in both link cells. Write in the first link that this is a link to the meeting materials and agenda.
5. When posting the agenda and materials in the agenda center, send materials to those who signed up to be notified and for text messages, include that "materials may be found at www.villageofshorewood.org"

6. Scan all materials into Laserfiche being sure to use the “Better” scan setting, scan in color and ensure that all documents are scanned straight (not crooked). Also, staff will confirm that these documents are correctly filed.

****Beginning year 2015 hard copies of committee materials will not be retained. ****

7. Prepare all meeting rooms or areas. Staff shall ensure the building doors are open when there are meetings held before or after building hours. Doors must also be locked and building cleared if it is the last meeting.
8. Staff will be responsible for taking meeting minutes as well as gathering any information the committee may require during or after the meeting and processing committee requests in a timely manner.
9. After the approval of minutes they will be scanned into Laserfiche or printed from the MS Word document directly into Laserfiche, and posted on the website. Send the approved minutes to those who signed up to be notified. A copy will be printed on quality paper and be provided to the Village Clerk for posterity.

*Updated March 14, 2016



Shorewood