



June 17, 2016

Dear Local Official:

The Vermont League of Cities and Towns (VLCT) is the statewide association of cities and towns, and proudly counts every city and town in Vermont among its members. VLCT supports providing authority, autonomy, and resources to cities and towns so that local elected and appointed officials have the tools they need to discharge their important responsibilities.

Each year, the VLCT Board of Directors' Nominating Committee seeks names of qualified candidates to serve on the Board. The term of office is two years and each member is limited to three consecutive two-year terms, unless elected to an officer position. Officers are limited to two one-year terms as Vice President and two one-year terms as President. The Nominating Committee is in the process of selecting a slate of candidates to submit to the membership at the Annual Meeting at Town Fair 2016 and will consider geographic distribution, balance among qualified offices, and representation from different sized municipalities among the criteria for membership. However, no Board member is stepping down in 2016 as a result of a term limit, so all are eligible for an additional term. A list of current VLCT Board members is attached.

According to the VLCT Bylaws, members of the Board of Directors shall be "qualified" officials of member cities or towns – that is, selectpersons, mayors, municipal managers, clerks, treasurers, or persons in positions established in municipal charters with responsibilities comparable to one of the above. Persons elected to the Board of Directors must be able to attend monthly Board meetings at the VLCT office in downtown Montpelier, usually starting at noon and lasting three to four hours.

VLCT encourages any "qualified official" who is interested in serving on the Board to submit an application. In addition to the opening that will occur at the conclusion of the term of one member of the Board, vacancies can also occur throughout the year, so it is important to have a list of those who are willing to step in to a vacant position. We also encourage applicants from eastern Vermont and from any geographical region not currently represented on the Board.

When elected to the Board, you will be asked to do the following:

- provide overall governance of the organization;
- assist in formulating VLCT's legislative municipal policy for membership approval;
- provide direction on VLCT's long-range strategic goals and objectives;
- support VLCT's implementation of its mission *to serve and strengthen local government*; and
- give direction to staff during the legislative session in the context of the adopted Municipal Policy, including occasionally testifying before legislative committees or executive branch agencies.

*Sponsor of:*

VLCT Employment  
Resource and Benefits  
Trust, Inc.

VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
Fund, Inc.

The position also requires approximately two days in early October each year to help with VLCT's Town Fair and Annual Meeting. It may involve membership on VLCT

policy committees or legislatively established study committees. Many members of the Board are asked on occasion to act as “ambassador” for the League by visiting neighboring towns and cities to explain our programs and policies, and to seek input from other local officials. VLCT provides reimbursement for travel expenses plus a small per diem for attending Board meetings.

If you or a qualified individual you know wants to make a difference in Vermont municipal government as a member of VLCT’s Board of Directors, please fill out and return the accompanying application **by Friday, July 15, 2016, to [mcarroll@vlct.org](mailto:mcarroll@vlct.org).**

We look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Maura Carroll".

Maura Carroll  
Executive Director

Attachment