

**Upton Conservation Commission**  
**Associate Members**  
**Roles, Responsibilities, and Limits of Authority**  
**9.11.13**

Associate Members are volunteers who have offered their time and expertise to assist the Conservation Commission in a number of ways. Associate members are an invaluable resource and the Commission greatly values and appreciates their contributions. The Commission feels it is important to clearly define the roles, responsibilities and limits of authority of every Associate Member to avoid confusion within the Commission; applicants; members of the public, and other interested parties.

**General Roles and Limits of Authority**

**Associate Members~**

Are appointed by a majority vote of the Commission on a yearly basis, usually in June after appointment of Conservation Commission members has been completed

Are not Commission members, as such have no voting rights.

Shall be assigned specific tasks/projects by the Agent or Commission within the scope of their appointed role

Shall not participate in any discussion or review of projects in which they may have or appear to have a conflict of interest

May offer their comments as an Associate Member of the Commission during public hearings or meetings only on projects and in the areas of responsibility in which they have been specifically assigned. If their comments aren't related to an area of assigned responsibility, they shall clearly state that they are speaking as a member of the general public and not as an Associate Member or on behalf of the Commission.

Shall not sign documents on behalf of the Commission

May participate in executive sessions

Must take the State Ethics Test