



Community Partners Bureau Policy

Definition Statement:

The Addison Community Partners Bureau is a body of residents appointed to duly represent the Town of Addison with its Community Partners.

Community Partners:

Non-Profit organizations which promote public purposes and benefit the public within the Addison community and which have an agreement with the Town regarding the provision of those services. These are specifically determined annually by Council.

Town Staff:

A Town Staff liaison shall be appointed by the City Manager.

Council Liaisons:

One or more members of the Council may be assigned to serve as liaisons to the Community Partners Bureau.

Structure of Bureau:

The Bureau consists of individuals (“Bureau Members”) appointed by Council Liaisons with input from the rest of the City Council. Bureau Members shall each serve as a representative of the Town to one of its Community Partners. Bureau Members will serve a three-year term beginning on January 1st of the following the year in which they are appointed. Each Bureau Member may serve one term (not necessarily assigned to the same Community Partner) with an option for one additional year. To qualify for service on the Bureau, candidates must have demonstrated a commitment to community service, such as completion of the Addison Citizens’ Academy, Leadership Metrocrest, service in the Addison Advocates program, and/or other volunteer service working with the Addison community.

Bureau Members:

Bureau Members will interact with a Community Partner, Town Staff and Council Liaisons. This interaction may include service on the Board of Directors, a committee, or a task force of a Community Partner; site visits to places served by a Community Partner; staff updates; or attendance at events. Bureau Members will be charged with receiving Community Partner communications, giving general written (e.g., e-mail) updates about their Community Partner engagement, and submitting a completed Community Partner service evaluation developed in accordance with the Town’s grant application and requirements. Official Town updates to Community Partners may be prepared by the assigned Town Staff member.