

# **Charter of the Arlington Committee on Tourism and Economic Development (A-TED) -- 2017**

## **Section 1. Mission**

The Arlington Committee on Tourism and Economic Development (herein referred to as “A-TED” or “The Committee”) was created by the Board of Selectmen in 2010 to advise the Selectmen and to take specific actions relating to tourism promotion in the Town of Arlington, with an emphasis on raising awareness of the Town’s historical and cultural assets and institutions; retail businesses; and dining and lodging establishments.

## **Section 2. Membership**

### **A. Appointment Procedure**

The membership of the Committee shall be no more than 13 individuals, appointed by the Board of Selectmen for staggered three-year terms, according to procedures established by the Board. The credentials of candidates for membership may be forwarded by the Chair of A-TED to the Board of Selectmen, for consideration, provided that the Board shall be under no obligation to act upon such recommendations.

### **B. Qualifications**

Any resident of the Town of Arlington or representative of a business or institution with active operations in the Town shall be eligible for appointment to A-TED. Every effort shall be made to ensure a reasonable balance of membership representing Town representatives, members of the business community, and representatives of Arlington’s cultural and historic institutions. The Committee should include individuals with a range of skills and experience that might benefit its mission.

### **C. Initial Terms**

Following the adoption of this revised charter, any existing members of A-TED shall be given the opportunity to apply for continued service on the Committee.

There shall be 13 positions with the following terms:

- 1 year: Four (4)
- 2 years: Four (4)
- 3 years: Five (5)

Initial terms following the adoption of this revised charter shall be assigned via lottery or through another manner determined by the Selectmen.

Terms shall run concurrent with calendar years.

#### **D. Removal**

Members of A-TED serve at the pleasure of the Board of Selectmen and may be removed at any time. In the event that a member misses three or more consecutive meetings, A-TED may by majority vote declare the absent member's seat to be vacated and may request that the Board of Selectmen appoint a replacement member.

#### **E. Officers**

At the first meeting of each calendar year, an organizational meeting shall be held, to be presided over by the Board of Selectmen's designated liaison or member of A-TED:

- Chair: Shall prepare agendas, post meeting announcements in compliance with the Open Meeting Law, preside over all meetings and be empowered to speak on behalf of the Committee.
- Vice Chair: Shall preside over meetings in the absence of the Chair and assume any other duties of the same, in the case of the Chair's unavailability or inability to serve.
- Recording Secretary: Shall be responsible for the keeping and filing of all meeting minutes. In case of absence or unavailability of the Recording Secretary, the Chair shall appoint a Committee member to serve temporarily in this capacity.
- Treasurer: Shall maintain a record of Committee balances and report on the same, and shall serve as liaison with the Town Comptroller and other officials concerning receipts and expenditures of the Committee.

Officers shall be appointed by majority vote of the Committee.

Every effort shall be made to ensure a regular rotation of officer positions.

A quorum shall be five voting members.

### **Section 3. Duties and Responsibilities**

The Committee shall have the following duties and responsibilities:

- A. Maintenance of programming and volunteer staffing at the Arlington Visitor's Center, working in conjunction with any Town staff or contractors that might be designated to support these efforts.

- B. Advice to the Board of Selectmen on matters concerning tourism promotion, including -- but not limited to -- presentation of an annual report on Committee activities and occasional warrant articles, as appropriate.
- C. Organization and/or coordination of other activities and/or events that are consistent with the Committee mission.
- D. Preparation of an annual budget request, in consultation with the Town Manager.

#### **Section 4. Adoption of Charter**

This revised charter shall take effect immediately following a recommendation by the existing membership of A-TED and a majority vote of the Board of Selectmen.