

## VCC Applicants Approval Criteria

### **All Candidates**

1. Town Resident
2. Registered voter
3. Attended at least one meeting of the committee applied for \*
4. Understand the time and commitment requirements
5. Has some type of skill/interest level of value to the committee of interest

### **Boards and Committees where Town Meeting Attendance is Required**

Finance Committee and Capital Expenditures Committee.

### **Boards and Committees where Town Meeting Attendance is Preferred**

Bedford Housing Partnership, Community Media, Charter/Bylaw Review, Conservation, Council on Aging, Depot Park Advisory, Historic District Commission, Municipal Affordable Housing, Petitioners Advisory, Recreation, Volunteer Coordinating, Zoning Board of Appeals.

### **Additional Criteria for Finance Committee and Capital Expenditure Committee:**

Because of the importance of the Capital Expenditure and Finance Committees with respect to the fiscal affairs of the Town, the Volunteer Coordinating Committee shall use a series of criteria as a guide to evaluate applicants for any Capital Expenditure (CapEx) or Finance Committee (FinCom) vacancies.

#### **Tier I criteria are considered "most important":**

1. A candidate understands the time requirements for serving on CapEx/FinCom and can demonstrate an ability to meet these time demands.
2. Town Meeting attendance is required, verified by the Town Clerk's official records, if necessary.
3. Attendance at CapEx/FinCom meetings is required (provided such meetings are available) to understand the CapEx/FinCom role and responsibilities.

#### **Tier II criteria are considered "somewhat important":**

4. Business experience is desirable, but not compulsory.
5. Finance/accounting/budget experience is desirable, but not compulsory.

6. Participation on other town government committees (elected or appointed) is desirable, but not compulsory.
7. Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
8. Recommendations from the committee that has the vacancy.

\*For committees other than FinCom and CapEx, if unable to attend, candidate agrees to attend the next scheduled meeting and contacts the committee chair for more info.

8/23/22