

TOWN OF WILTON
COMMISSION ON SOCIAL SERVICES
COMMISSION CHARGE

Establishment; Purpose:

A Commission of nine (9) members to be known as the Commission on Social Services is hereby established with the fundamental purposes of identifying the present and anticipating the future needs for human services in the Town of Wilton and making recommendations concerning those needs to the Board of Selectmen. In addition, the Commission's responsibilities encompass establishing and/or maintaining advisory relationships with organizations and agencies providing social services to the town and its residents. The Commission may serve as a forum for concerns and efforts relating to social service issues.

Composition:

The members of the Commission shall be known as "Commissioners", all of whom shall be appointed by the Board of Selectmen, and no more than five (5) of whom shall be members of the same political party.

Term of Office:

Commissioners shall be appointed for a term of two (2) years. The terms of five (5) Commissioners shall commence on December 1 of even-numbered years and the terms of four (4) Commissioners shall commence on odd-numbered years. No Commissioner shall serve more than five (5) consecutive terms, provided, however, that any Commissioner appointed to fill the vacancy of an unexpired portion of a term shall serve no more than four (4) additional consecutive terms following the vacancy term. No Commissioner will serve as Chairman for more than four (4) consecutive years.

Vacancies:

In the event of a vacancy on the Commission on Social Services, the Board of Selectmen shall appoint a Commissioner to fill the vacancy of the unexpired portion of the term.

Compensation:

Commissioners shall serve without compensation, except that their actual expenses and disbursements, where reasonably incurred with the approval of the Director of Social Services and in the performance of their duties, shall be paid from the town treasury.

Election of Officers:

The Commission annually at its meeting in June shall elect one (1) of its number to be Chairman, one (1) of its number to be Vice Chairman and one (1) of its number to be Secretary. The Chairman shall assign members, as necessary, to address various social service issues and activities.

Meetings:

The Commission shall hold regularly scheduled monthly meetings, except for the months of July and August. The Secretary shall be responsible for the publication of meeting agendas and the preparation of minutes in accordance with Freedom of Information requirements.

Annual Report:

Upon request, the Commission shall make a written annual report to the Board of Selectmen in all its matters.

Responsibilities:

1. The Commission shall keep the Board of Selectmen informed, in an appropriate and timely manner, about matters relating to social service activities and shall provide advice on matters concerning significant social services issues in Town.
2. The Commission, in concert with the Director of Social Services, may develop written policies to guide the administration and operation of the Department of Social Services, with said policies subject to review and approval of the Board of Selectmen. Upon request, the Commission Chairman will provide to the First Selectman an evaluation of staff personnel and candidates for open staff positions.
3. The Commission shall meet at least annually with the Department of Social Services personnel to review programs and the budget prepared by the Director of Social Services.
4. The Commission may, in addition to its functions directly related to the Department of Social Services, review programs and budgets of all social service organizations that receive financial support from the Town, including, but not limited to, Visiting Nurse and Hospice of Fairfield County; R.S.V.P.; Homes for Hope; and Trakside; and, as may be requested by the First Selectman and/or Board of Selectmen, comment on regional social service agencies that request Town funding.
5. The Commission shall interface with social service organizations providing services within the town and report, as appropriate, the activities of such organizations to the Board of Selectmen.