

Job Description of Essex Housing Commissioners

Title: Housing Commissioner

Term: Three year term, running from July 1 to June 30 of the year first appointed and for two subsequent years.

Appointment: Jointly by the Selectboard and Trustees

Job Description:

The purpose of the Essex Housing Commission is to “Advise the Selectboard, Board of Trustees, Planning Commissions, and other municipal boards and committees on the housing needs of the community, including review and consultation of policy and zoning changes related to housing. The Commission maintains and analyzes the community’s demographic and housing stock information and provides periodic updates to elected officials. The Commission also works to educate the public on housing topics and develops partnerships with developers, non-profits, state agencies, and social service organizations to advance the community’s housing goals.” The ultimate responsibility of each Commissioner is to fulfill that purpose for the greater Essex community.

Specific duties and responsibilities:

1. The initial expectation is that the Commission will begin its work with two meetings/month, with the potential to reduce to one per month when appropriate. Commissioners should attend all meetings of the Commission, and if a meeting must be missed, notify the chair as soon as possible. If more than 25% of the meetings are missed within a year, it is possible the Chair may recommend replacement.
2. Come to all Commission meetings prepared, meaning all material has been thoroughly read and assignments have been completed.
3. Fully participate and engage in the meeting discussions, including asking pertinent questions, engaging in respectful dialogue, and giving time for all Commissioners and guests to speak as needed.
4. Bring your personal experience and expertise to the Commission to be a voice representing that perspective in discussions. Also be open to hearing other perspectives and experiences that may be different from your own.
5. Be prompt with your time, succinct with your comments, and participate fully.
6. Expect there will be periodic work to be done outside of Commission meetings such as external research, possible interviews of subject matter experts, site visits, or training opportunities. This external work is an important component of making progress for the Commission.
7. There is no expectation that Commissioners have experience in housing development, sales, affordable housing, planning, or any other related field. There is an expectation that Commissioners be willing to learn and absorb the material presented so as to help fulfill the Commission’s purpose (as stated above).