Town of Dover
Warrant Committee Liaison Guidelines

1. Introduce oneself to the chair/department head of their assigned departments and (September/October).
2. Review his or her department assignments with the previous year's WC member assigned to that department or the Warrant Committee chair.
3. If there are areas of concern/issues/action items from prior year budget reviews, discuss with department chair - update WC.
4. Whenever possible attend meetings of assigned departments/committees.
5. Request notification of department meetings when budget issues will be addressed.
6. Review department budget submission in detail with department head.
7. Make sure department is represented at WC's review of their budget.
8. Be prepared to discuss department budget in detail with WC.
9. Convey all WC questions/concerns to department head in a timely manner. Follow-up for response.
10. Inform department head in writing/email of WC vote on budget.
11. Be prepared to be the "point person" responding to questions at Town Meeting on their liaison assignments.

Updated October 2013