

GENERAL SUMMARY
OF THE
FUNCTIONS AND DUTIES
OF THE
PRESIDENT OF THE TOWN COUNCIL
LITTLE COMPTON

- 1) Preside over all meetings, workshops, negotiations, or other official gatherings of the Town Council, by whatever name they are called.
- 2) Abide by the Open Meeting Law, including posting of agendas and meeting schedules on both calendars in the Town Hall.
- 3) Prepare, or have prepared, all contracts and agreements to be entered into between the Town and other parties.
- 4) Sign all official contracts and agreements after authorization to do so secured by means of a vote of the Town Council taken and recorded at an official Town Council meeting.
- 5) File original of all such documents in the Town Clerk's office and make copies of all contracts, agreements, or other necessary materials and see that they are distributed to Council members, the Town Solicitor, the head of the department involved, and any other person affected by the transaction.
- 6) Attend to all necessary correspondence and place on file in the Town Clerk's office all correspondence sent and signed by the Council President.
- 7) Write all newspaper ads.
- 8) Write all necessary specifications required for all bidding practices and/or purchases by the Town or work done for the Town.
- 9) Attend to keeping the Little Compton Town Code of Ordinances up to date and distribute the supplements to all persons concerned. The reference file and the lists in this regard are in the Town Clerk's office.
- 10) Write job descriptions when and where necessary.
- 11) Check all bills to be approved by the Town Council,

making sure they are approved by all respective department heads. Write the account number on the bill, under which said account the Treasurer is to pay that specific bill.

- 12) Organize and review background material and distribute same to members of Council in preparation for regular and special meetings. Check all plat plans for compliance.
- 13) Send copies of paid bills in relation to Earl Wordell's medical file which is in the Town Treasurer's office, to Blue Cross for medical reimbursement.
- 14) Negotiations:
 - a) Meet with the heads of departments (presently Fire Dept. and Police Dept.) and prepare Town proposals to be submitted to the respective Unions.
 - b) Conduct negotiation sessions.
 - c) In the event any proposals are submitted to arbitration, prepare all necessary material to be submitted to the Town arbitrator.

References: The Rhode Island General Laws and the Arbitration File are in the Town Clerk's office.

- d) Be available for all arbitration sessions.
- 15) Budget (Financial Town Meeting):
 - a) Contact all department heads, boards, and other appointed officials and ask them to prepare a budget and meet with the Town Council to discuss said budget.
 - b) Make necessary contacts to secure the information in order to come up with budget figures for such items as:

Social Security
Blue Cross
Unemployment
Insurance
Auditing
Etc.

- c) Certify to the proper State agencies that the Town meets all requirements of R.I. General Law 44-5-2 (5.5% budget cap increase); or break down the Town Budget into categories that qualify for the Town to exceed this cap by applying to the R.I. Auditor General and the P.I. Department of Administration; make such application.
 - d) Attend to all necessary requirements including newspaper ads required under the Rhode Island Fiscal Disclosure Law. (Reference to Rhode Island General Laws is on file in the Town Treasurer's office.)
 - e) Present all strokes for the Financial Town Meeting which come under the jurisdiction of the Town Council to the Town Clerk by March 15.
 - f) Prepare and present arguments at Financial Town Meetings supporting or objecting to strokes in which Town Council has interest.
- 16) Prepare and present statements to Press when requested by Council.
 - 17) Confer with and obtain opinions and advise from Town Solicitor when requested by Council.
 - 18) Keep abreast of all legislation introduced in the General Assembly that would affect cities and towns in general and Little Compton in particular.
 - 19) Keep abreast of all new laws passed that will affect cities and towns, as well as Little Compton.
 - 20) Be available to department heads and/or town employees to discuss and/or give advice on immediate problems.
 - 21) Be available to citizens of Little Compton, or other persons, to discuss problems involving the Town of Little Compton and/or said persons.
 - 22) Coordinate all arrangements including advertising with the department head involved in regard to the hiring of all new employees. All hiring practices must conform to all Equal Employment Opportunity and Affirmative Action Programs Rules and Regulations.
 - 23) Social Amenities:
 - a) Express the Town's sympathies with flowers

arrangements and attendance at the funeral of present and former officials; present elected and appointed members of the town administration, employees of the town, and the spouses of all the above mentioned.

- b) Hospitalization of elected officials, appointed town officials and employees of the town are usually marked by the gift of a fruit basket from the town sent either to the hospital or to the home during convalescence, whichever is deemed more suitable under the circumstances.
- 24) Write all necessary resolutions.
- 25) Apply for and manage all grants entered in to between the Town Council and Federal or State agencies.
- 26) Attend hearings or meetings at the State level to keep abreast of all proposed changes, rules, or requirements that could affect the Town. (i.e. insurance, Emergency Management Agency, legislative changes, etc.)
- 27) Oversee all computer system matters including but not limited to the purchase contract, hardware and software maintenance contracts, systems failures, and other emergencies, procedures, and/or concerns that may arise.
- 28) As Town Council representative to Pension Committee:
 - a) Make all necessary contacts with the actuaries including providing all necessary information for the yearly plan evaluation.
 - b) Be the point of contact for Fleet National Bank - the Plan Trustee.
- 29) Coordinate and prepare all materials necessary for the printing of the tax book for public distribution.
- 30) The Council President is the only official in Town Government who is in a position to foresee and evaluate long term Town needs and problems, initiate procedures to identify and develop proposals to deal with these needs and problems, and to suggest ways to have these proposals adopted and implemented.
- 31) To perform all other necessary tasks that arise during the course of any given day.