

Job Description of Essex / Essex Junction 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: 5 members each by the Essex Selectboard and Essex Junction City Council

Job Description:

The purpose of the Essex / Essex Junction Housing Commission is to “Advise the Selectboard, City Council, 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 fulfil that purpose for the greater Essex community.

Specific duties and responsibilities:

1. The Commission generally meets on the first and third Wednesdays of each month, with the potential to reduce to once 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).