



Government Relations Committee Charter

Adopted January 28, 2025

Committee Purpose:

The purpose of the Mystic & Noank Library (MNL) Board of Trustees (the “Board”) Government Relations Committee (the “committee”) is to educate trustees and interested supporters regarding the budget process in both towns and to support the Library’s financial requests from them. This includes working to secure financial support for the Library’s needs.

Committee Chair Responsibilities:

- Each town will have a committee coordinator/chair.
- The Chair(s) will set and distribute meeting agendas and supporting materials, and call for meetings.
- The Chair will facilitate ongoing communication with town officials and the Library’s leadership, including meetings with key decision-makers before budget discussions.
- The Chair(s) will prepare and distribute reports to the Board, summarizing key developments in the town budget processes, and recapping any relevant discussions or outcomes.
- The Chair will provide advance notice to the Board of town meetings and names of town officials to facilitate.
- The Chair will provide annual reports to the Board of Trustees summarizing key advocacy efforts, financial requests, and results.

Member Responsibilities:

- All trustees will be supporters and advocates for their respective towns.
- Committee members will stay informed about the budget processes in their respective towns.
- Committee members will make introductions, and get to know key decision makers in each town before the budget process begins.
- The Executive Director (ED) will attend meetings and request letters of support and attendance by trustees and supporters at specific key meetings.

Scope:

- **Level:** Collaboration and Support

The Committee will focus on collaborative efforts to ensure successful advocacy for the Library’s financial needs within each town’s budget process. The Committee will support building relationships with town officials, ensuring they have the necessary resources and information to advocate effectively.



Mystic & Noank
LIBRARY