

Job Description – Board of Ethics Members

(As adopted February 5th, 2019)

Minimum Standards:

Must be a resident of the Town of Greenwich

Cannot hold any other Town position

Personal Characteristics*

Reputation for fairness and personal integrity

Courteous, respectful and even-tempered demeanor

Thoughtful and open-minded attitude

General Abilities:

Diligent, cooperative and supportive work ethic

Thorough understanding of what local governments do and how they operate

Familiarity with public meeting procedures, due process requirements and FOIA

Ability to write and communicate clearly and efficiently

Ability to investigate facts

Ability to analyze complex situations and identify relevant issues

Capacity for discretion and ability to maintain confidences

Facility for providing practical and useful personal and organizational guidance

Relevant Skills:

Dispute Resolution

Human Resources

Counseling

Ethics Training

Research and Documentation

Auditing and Internal Controls

* Candidates for the Board of Ethics should be generally known to possess these characteristics.