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.