

## Acton Leadership Group (ALG) Charter and Ground Rules

Updated September 4, 2024

The Acton Leadership Group is made up of two members each from the Acton Select Board, Finance Committee, the Acton-Boxborough Regional School Committee, the Town Manager and designated staff, and the School Superintendent and designated staff. The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial plan for the Town of Acton to recommend to their respective Boards. A secondary goal is to enhance communications and cooperation between the Boards. Members provide two-way communications between their Board and the ALG.

ALG recommendations are based on consensus after obtaining views from all Boards. All opinions are heard and there is agreement that the recommendation is the best one possible. ALG members are expected to fully represent the recommendations of the ALG to their Boards and support the consensus.

### In summary:

- Revenue Projection, Tax Levy, and Reserves
- Plan for building a multi-year model
- Recommend one-year model
- Present plan in the Town Meeting Warrant
- **Budget Proposal** - A gross allocation budget and funding mechanism agreement to propose and support to the Boards
- Enhancement of Inter-Board working relationships including information calendar
- **Strategic Direction** – How do we meet objectives with limited resources, to be coordinated with long-range plans
- **Leadership** – demonstrated by timely iterations and good faith consensus; all expected to ‘move’
- **Quorum** – one member and one staff person per Board with no substitutes (Finance Committee does not have staff)
- **Facilitator** – outside facilitator runs meetings; not required to meet quorum
- **Agenda** – established at previous meetings; distributed by the Town Manager
- **Minutes** – taken by an outside party
- **Weather cancellations** – to the extent possible, zoom will be employed to avoid cancellations
- **Public Participation** – public seated outside of working group, public comments are presented at the beginning of the meeting