



THE TOWN OF  
RHINEBECK · NEW YORK  
FOUNDED 1686

Town Board Member Overview of Duties and Time Commitment

- As a member of the Town Board you are a member of the Town's Legislative body
- Time commitment as an Elected Official is at your choosing and at the pleasure of your constituents. Realistically 5-15 hours a week, depending on you
- Answer emails, texts, and phone calls daily
- Sign off on/audit vouchers bi-monthly, before TB meetings
- Meet with the Chairs or Department heads of committees or boards to which you are liaison. Get up to speed on their business. Represent them at TB meetings
- Take a tour of Highway Dept, Cemetery, Waterfront, Parks, Transfer Station, and all Town of Rhinebeck owned property
- Our employees are our best assets. They serve our residents and provide our services. Spend time in Town Hall. Get to know our employees and their duties so you can help support them
- Get to know our partners in local government, the Village Board, across the street.
- Submit your agenda items to the Town Clerk for Meetings per procedure
- Pick up and read TB Meeting Agenda Books on Friday preceding Monday TB meeting
- Attend regularly scheduled TB meetings (usually 2nd and 4th Monday of the month)
- Attend Attorney Client meetings (usually before TB meetings) and Executive Sessions
- Attend all special meetings, budget workshops and TB workshops.
- Take on a project or two after you get up to speed

It takes about a year to get up to speed to learn about the business before the town  
Be enthusiastic and reach out to, listen to, and help our residents and employees

Please see the following for more information:

<https://www.osc.state.ny.us/localgov/pubs/townoff/ito.pdf>

<http://www.townofminetto.net/forms/TOWN%20LAW%20MANUAL.pdf>