



THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS
Department of Agricultural Resources

**State Reclamation and
Mosquito Control Board**

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<http://www.mass.gov/agr/mosquito/index.htm>



State Reclamation and Mosquito Control Board (SRMCB)

Statement of Roles and Responsibilities Of Commissioners

Introduction

Pursuant to Chapter 252 of the Massachusetts General Laws (IMPROVEMENT OF LOW LAND AND SWAMPS), the State Reclamation and Mosquito Control Board (referred to hereafter as SRMCB) oversee mosquito control in the Commonwealth of Massachusetts.

As part of this oversight mandate, the SRMCB appoints mosquito control district or project commissioners. **Commissioners appointed or re-appointed are legally charged with the responsibility to carry out, follow, and oversee mosquito control improvements in such a manner as the SRMCB may approve.**

Pursuant to its statutory authority, the SRMCB hereby establishes nominal duties and functions for all mosquito control district and project commissioners. *Note: The following describe the general nature of the Commissioners roles and responsibilities. These duties and functions are not intended to be construed as an exhaustive list of duties and functions required.*

Duties and Functions

Commissioners:

1. **Employ and Appoint** the most suitable person to handle the day-to-day responsibilities of the mosquito control district or project. This person would hold a title such as a director, manager, or superintendent through a state approved process. Preferably, the person should have appropriate education such as advanced degrees in entomology, biology, environmental science, and/or public health OR be able to demonstrate practical experience and knowledge via years of specific experience to implement a viable and dynamic mosquito control and mosquito borne disease prevention program. The person must be able to communicate clearly and concisely, both orally and in writing. The SRMCB/DAR may provide input and require the Commission to submit its recommendation for review in this specific hiring to insure that these procedures and recommendation are in line with all state standards and requirements.

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2. **Assign, review and evaluate** the work performance of the mosquito control district or project director, manager, or superintendent using the standard state measurement mechanism called the Employee Performance Review System (EPRS) including but not limited to program planning and implementation, day-to day management/supervision of the mosquito control district or project and its personnel, handling of problems arising from field related operations and complaints, working with Entomologist and Wetland Specialists to evaluate effectiveness of operations and control methods, assists in studies, and develop modifications of operational techniques, ensuring daily reports and records are accurately maintained, equipment approval and repair, attendance and presentations to community meeting, developing and maintaining security plans for pesticides, equipment, and vehicles as well as establish and maintain effective working relationships with the Mosquito Control Commission, SRMCB , and general public.

3. **Govern** the mosquito control district or project by establishing policy, goals, objectives, and priorities to ensure the successful operation of the program within its identified geographic area.

4. **Adopt** administrative and procedural rules including but not limited to election of Chairperson, and a Secretary, for the purpose of holding meetings, filing notice of meetings with the Secretary of State and Executive Office of A & F, recording and electronic submission of minutes, approving payment accounts, vouchers, and preparing annual reports as directed by the SRMCB. Commissions are encouraged to adopt the practice of rotating the Chairman position in its election of Chairman when practical to ensure all activities are undertaken with efficiency, honesty, and fairness.

5. **Acquire** sufficient resources and determine annual costs to pay for expenses of administration, improvements, maintenance, and overall operations of the mosquito control district or project.

6. **Approve** the mosquito control district or project budget and assume financial responsibility through oversight of all expenditures of budget funds, and comply with state mandated fiscal policies and procedures to assure fiscal accountability and restrain.

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7. **Support** on behalf of and represent the mosquito control district or project regarding scientific and environmentally accepted best management mosquito control practices that result in successful control of mosquitoes for the purpose of protecting and promoting the public health, comfort and economic development.
8. **Oversee** the contracting, purchase, maintenance, security, and operation of machinery, equipment, and consultants necessary or useful in the control of and study of mosquitoes.
9. **Must regularly** attend formal meetings of the Commission and additional meetings held as required to address specific issues including but not limited to SRMCB, municipal, and general public meetings in carrying out the duties of the Commission. Attendance is an expectation of any Commissioner and is critical for the Commission to be successful and accomplish its work. Excessive absenteeism may be cause for revocation of appointment.
10. **Makes** a serious commitment to participate actively in the mosquito control district or project effectiveness and performance.
11. **Stays** abreast and informed about mosquito control issues, prepares well for meetings, and reviews and comments on budgets, meeting minutes, reports, and vouchers.
12. **Makes** effort to reach out and listen to all citizens within the mosquito control district or project to enhance and promote a positive public image regarding mosquito control practices that are effective and environmentally acceptable.
13. **Able to Communicate** with the SRMCB, municipal authorities, other governmental entities and the general public through computer e-mail.

14. May be called upon to travel occasionally to conferences or meetings outside of the mosquito control district or project geographic area as approved by the SRMCB/DAR.

I, **(please sign)** _____ understand and agree to meet the roles and responsibilities listed above, to the best of my ability, as well as carry out, follow, and oversee mosquito control improvements in such manner as the SRMCB may approve and in accordance with the laws and procedures of the Commonwealth should I be appointed or re-appointed as a Mosquito Control Commissioner.

IMPORTANT:

PLEASE MAKE 2 COPIES OF THIS DOCUMENT AFTER YOU COMPLETE THIS ONE AND SUBMIT TO THE ABOVE ADDRESS TO THE ATTENTION OF CHAIRMAN.

Note: This statement of roles and responsibilities may be amended or revised from time to time or as needed to ensure that Massachusetts Mosquito Control Districts/Projects Commissions carry out their mandate efficiently and effectively in the best interest of the public and in compliance with the laws and procedures of the Commonwealth.

Revised November 6, 2007.