

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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Mosquito Control Commissioner Statement of Roles and Responsibilities

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 the Board) oversee mosquito control in the Commonwealth of Massachusetts.

As part of this oversight mandate, the Board 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 Board may approve.**

Pursuant to its statutory authority, the Board 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 Board and MDAR are available to provide input and welcome mosquito control program Commissions to submit any recommendation or selections for the position for review to insure that proper procedures and recommendation are in compliance with all state standards for hiring.
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

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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, the Board, and general public.

3. **Govern** the mosquito control district or project by establishing policy, goals, objectives, and priorities that adhere to state administrative requirements 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 Board. 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 preliminary and final proposed 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 discipline.
7. **Support and Integrate** 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. **Regularly Attend** formal meetings of the Commission and additional meetings held as required to address specific issues including but not limited to the Board, 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. **Stay** abreast and informed about mosquito control issues, prepares well for meetings, and reviews and comments on budgets, meeting minutes, reports, and vouchers.

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12. **Makes** an 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. **Communicates** with the Board and/or its staff, municipal authorities, other governmental entities and the general public through e-mail and telephone media.
14. **Travel** occasionally to conferences or meetings outside of the mosquito control district or project geographic area as approved by the Board and MDAR.

I, _____ understand and agree to meet the roles and
Sign here
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 State Reclamation and Mosquito Control Board 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 3 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 Projects/Districts 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 February 2010