

### **ARE YOU A MEMBER OF A PUBLIC BOARD OR COMMISSION?** ***Know Your Responsibilities***

**PREREQUISITE: NONE**

**COURSE LEVEL: BASIC**

**INSTRUCTIONAL METHOD: GROUP-LIVE**

**ADVANCED PREP: NONE**

This three-hour training is essential for every member of a public board, commission, committee or authority (collectively, “public board”), as well as for public officials who regularly interact with public boards. Attendees will learn about some of the tools needed to successfully conduct public board activity, oversee their organizations, and ensure public money is spent appropriately. Attendees will also learn how to identify and prevent fraud, waste and abuse and how to comply with key legal requirements applicable to public boards.

**CLASS DATES:**

**July 16, 2019**

**9:00 a.m. - 12:00 p.m.**

**Pioneer Valley Planning Commission  
60 Congress St., Springfield, MA 01104**

**August 7, 2019**

**6:00 pm. - 9:00 p.m.**

**Littleton Police Department  
50 Great Road, Littleton, MA 01460**

**TUITION FREE: REGISTER AT:** <https://www.mass.gov/how-to/register-for-an-mcpo-class>



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**Topics covered include:**

- Fiduciary duties and responsibilities
- Tools for effective oversight
- Preventing and detecting fraud, waste and abuse
- Ethics requirements for members of boards and commissions
- Public Records Law
- Open Meeting Law

Please see our website to download our *Guide for Members of Public Boards and Commissions* at <https://www.mass.gov/files/documents/2017/12/12/OIG-Guide-for-Members-of-Public-Boards-and-Commissions-December-2017.pdf>

**Guide for Members of Public Boards and Commissions**

**How to be an Effective Member of a Public Board or Commission**



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