



January 6, 2020

Dear Board, Commission, Committee and Council Members:

The City of Great Falls will again be conducting a training session for all members of Boards and Commissions who are appointed by the City Commission and for elected Neighborhood Council members. Training will be held on February 25th and 26th, 2020 from 5:30 – 8:30 p.m. Please plan on attending one of the sessions. Light refreshments will be served.

The City Commission approved Resolutions 10229 and 10167, Establishing Training Requirements for all members of City Boards, Committees, Commissions and Councils. Resolution 10229 states:

During their terms of appointment as City officials, or at least every two years, whichever is less, all appointed members of City boards, committees, commissions, and councils, shall be required to participate in City sponsored training on governance, open meetings, rights to know, record keeping, public participation and/or other laws and policies impacting local governmental operations.

The City requests all of its members of Boards, Commissions, and Councils to attend this great training opportunity. Training topics are listed on the enclosed flyer and handouts will be provided. Attendees will be asked to sign an attendance sheet verifying their attendance at the training.

This training will be facilitated by Dan Clark, Director of the Montana State University Local Government Center, on Tuesday February 25, 2020, from 5:30 to 8:30 p.m. and again on February 26, 2020 from 5:30 to 8:30 p.m. in the Missouri Room of the Civic Center. Please RSVP to Krista Artis at 455-8450 or kartis@greatfallsmt.net by Friday February 14, 2020.

I look forward to seeing you on February 25th or 26th.

Sincerely,

A handwritten signature in black ink, appearing to read "Sara R. Sexe".

Sara R. Sexe
City Attorney

BOARD LEADERSHIP TRAINING

PRESENTED BY MSU EXTENSION'S LOCAL GOVERNMENT CENTER

WOULD YOU LIKE TO BE

MORE

EFFECTIVE

IN YOUR LOCAL

BOARD SERVICE?

The Mayor and City Commission are sponsoring a Board Leadership training for all members of local boards. Come learn how you can be an effective board member and provide essential leadership in your community.

“ High functioning local government depends on effective locally appointed and elected board members. ”

DO YOU WANT TO MAKE SURE

YOU AND YOUR BOARD ARE

FOLLOWING

THE LAW?

Potential topics include:

- Principles of Good Governance
- Roles and Responsibilities of Board Members/Trustees
- MT Open Meeting Laws
- MT Citizens Right to Participate Laws
- Executive Session or Closing a Meeting
- Board Member Liability
- Effective Meetings
- Meeting Agendas and Managing Public Comment
- Montana's Code of Ethics
- Meeting Minutes

WHEN

Date: February 25 or 26, 2020 5:30-8:30

WHERE

Location: Missouri Room, Civic Center, Great Falls

