

Member Communities

Towns of

Boylston
Florence
Harrisburg
Lewis
Leyden
Lorraine
Martinsburg
Montague
Osceola
Pinckney
Redfield

Rodman
Turin
West Turin
Williamstown
Worth

Nonmember Villages of

Constableville
Lyons Falls
Port Leyden
Turin



Executive Committee

ROGER TIBBETTS, *Chair*
DOUGLAS DIETRICH, *Vice Chair*
MERIANNE SHELMDINE, *Secretary*
IAN KLINGBAIL, *Director*
CARLA BAUER, *Director*
STEPHEN BERNAT, *Director*

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Associate Circuit Rider Position Description

Title: Associate Circuit Rider

Reports to: Chairman, Executive Committee and Circuit Rider/Coordinator

Summary: The Associate Circuit Rider provides service and facilitates the addressing of common and individual concerns to the municipalities that make up the core of the Tug Hill Region. Associates serve as a link to resources and act as organizers and problem solvers. The Associate attends Municipal Board meetings, generally in the evenings, and reports regularly to the Coordinator, relaying issues of concern and requests for assistance from member communities.

Duties: Initiates and maintains contacts with local Town boards/planning boards/villages in order to:

- Make them aware of services available to them.
- Enable the Coordinator/Associate to develop programs and services to meet their needs.
- Pass on information that is of interest to the member community (including information relating to Tug Hill Commission programs).
- Enable the Coordinator/Associate to identify training and citizen education needs to promote good Government.
- Provide answers in a timely manner to technical assistance questions put forward by local officials.
- Report on a regular basis to the Coordinator as to activities/requests of communities.

The Associate is expected to work cooperatively with the Coordinator, Tug Hill Commission staff, CTHC Executive Committee and Chairman. The individual should have the ability to listen to, encourage and motivate community leaders and volunteers. The Associate must be creative, resourceful, responsible, patient, persistent, understanding of the pace and needs of a rural community and able to relate to small groups. The Associate needs to have flexibility in their schedule to attend regularly scheduled Municipal Board meetings.

Minimum Requirements:

- Valid Driver's License
- Reliable vehicle for traveling to meetings (mileage is reimbursed)
- Familiarity with NYS local governments and internet capability is preferable.