



TOWN OF DRACUT, MASSACHUSETTS
62 Arlington Street · Dracut, MA 01826
www.dracutma.gov

CEREMONIES & CELEBRATIONS COMMITTEE

April 2025

MEMBERSHIP

The Public Ceremonies and Celebrations Committee consists of seven (7) regular voting members appointed by the Town Manager for staggered three (3) year terms determined at the time of appointment. Unless such requirement is waived by the appointing authority, at least one (1) member of the Committee shall be a veteran of U.S. military service.

The membership of the Committee may be increased by up to five (5) additional current Dracut Employees who shall be considered non-voting Associate Members appointed by the Town Manager or at the request of the Committee Chairperson. The purpose of the appointment of staff is to aid and assist the Committee in event planning, administration, and other duties for which town services or staff are necessary.

Associate Members do not have to be residents of the Town of Dracut; however, their terms shall expire thirty (30) days following the conclusion of the event(s) which they were appointed to assist with, or upon the completion of any specific duties for which they were appointed.

DUTIES & RESPONSIBILITIES

- **Annual Events:** Subject to the direction and approval of the Selectmen, or their designee, the Committee shall organize and/or direct the planning and business of public ceremonies and events that are held in the Town of Dracut and for which the Town participates, allocates funding, provides insurance coverage, or is otherwise engaged or has staff participate.
- **Special Events:** Town-sponsored events and celebrations of importance may be designated by the Town to the Committee to oversee. When that happens, the Committee shall determine how best to assist in planning and directing an event in partnership with the event sponsor(s) and the Town leadership. Where appropriate, one or more members of the Committee may be chosen by the Committee to serve in a leadership capacity for specific events which may require their knowledge or expertise. These include, for example, but are not limited to fundraising, public safety, budgeting, liability needs, or another event-related matters.
- **General Responsibilities:**
 - The Committee shall be responsible for event and program coordination by and through the office of the Town Manager and Board of Selectmen, as required.
 - The Committee will coordinate with the Town Departments as needed to prepare for events and carry out any public event actions, needs or business.

- Coordination, as required, with other Towns and agencies may be assigned to the Committee for certain events.
- Throughout the year, it is expected that the Committee will encourage and promote the active participation of civic, school, military, athletic or other community organizations and groups to participate and assist with/in public events.
- The Committee shall arrange for appropriate publicity for events in Town for which the Committee has responsibility or involvement.
- The Committee should be familiar with, and work to take advantage of, any private or public partnerships, including those used locally to secure donations and sponsorships.
- The Committee shall be responsible for turning all funds generated, raised or pledged to the Town's Finance Division consistent with the Town's Financial Policies and Procedures and M.G.L.
- The Committee shall develop an annual budget, as necessary, to submit to the Town Manager for consideration during the General Fund Budget cycle.
- The Committee shall review all warrants for payment before referral to the Town Finance Director for payment or reimbursement

OTHER EVENTS:

All groups, organizations or individuals seeking to hold events or celebrations involving any Town property shall seek approval of the appropriate regulatory authority or board through the office of the Town Manager. Whenever approval is granted, communication of the plans for each event shall be forwarded in writing to the Committee; in addition, a spokesperson for the sponsoring group will be welcomed at a Committee meeting if scheduled in advance with the Chair. If approval requires permission from the Board of Selectmen, the applicant(s) will be informed at least one week in advance of the Board's meeting date and time when the matter is to be considered.

OTHER CONSIDERATIONS

The Ceremonies and Celebrations Committee is responsible for conducting its activities in a manner which follows the provisions of the Open Meeting, Public Records and Conflict-of-Interest Laws. The Committee shall follow all other relevant laws and regulations of the Commonwealth as well as any relevant Bylaws and Administrative Policies of the Town of Dracut. The Committee Chairperson, or their designee(s) shall submit an annual report to the Town Clerk's Office consistent with the Town Charter and Annual Report Policies and Procedures.