

Effective Governance Workshop for Concord's Committee and Board Volunteers

Saturday, October 18, 2025

9:00am – 10:30am

Location: Town House Hearing Room
22 Monument Square

PROGRAM

9:00 am Welcome from Mark Howell, Select Board Chair

9:05 am Workshop Overview

9:10 – 9:35 SESSION 1 – Effective Governance Overview

Presenters: Kaari Mai Tari, Town Clerk and Laurie Austin, Assistant Town Clerk

- Conflict of Interest Law
- Open Meeting Law
 - Meetings & Agendas
- Public Records Law

Presenter: Carmin Reiss, Town Moderator

- What can go wrong? Hypotheticals

9:40 – 10:30 SESSION 2 – Meeting Planning & Management – Conversations

Running the Room: Chairing, Planning, and Leading Meetings

Facilitator: Mark Howell, Select Board Chair

- Developing your Agenda
- The Role of the Chair and Clerk
- How to Run a Meeting

The Difficult and Unexpected

Facilitator: Carmin Reiss, Town Moderator

- Handling process challenges during meetings