POLICY ON VOLUNTEER BOARD APPOINTMENTS

PURPOSE: To establish an appointment policy for volunteer boards that is consistent and encourages participation by qualified citizens.

PROCESS:

Step 1 – Approximately two months prior to any term expiration, the City Clerk shall send a letter to individuals, whose terms will expire, advising that the term will end and if interested in continuing to serve, they should reapply within twenty (20) days of the date of the letter. If the member has already served two terms, then they are not eligible to reapply and will not receive the letter. *Members will be limited to two terms, unless otherwise determined by Council.* (See Additional requirements for Planning Commission Board applicants and reappointments at the end of this section)

The City Clerk advertises the openings (approximately 1 month prior to expiration). The deadline for receipt of applications is established approximately 1 month prior to the expiration date so that council will have sufficient time to consider and interview as necessary and take formal action at a council meeting.

If a board member resigns from the board prior to the expiration of the member's term, the staff person involved with that board shall notify the City Clerk of the vacancy as soon as possible.

All letters of interest shall be accompanied by the City's standard volunteer board application (sample attached). The letter and application shall be completed and submitted by the person seeking appointment. The application shall be mailed to City Clerk, P. O. Box 790, Montrose, CO 81402-0790 or delivered to the Clerk's office at City Hall, 433 South First, Montrose, CO.

The City Council has determined that all of the volunteer boards will require interviews.

Step 2 – Once the application deadline has passed, a date is set for interviews. Applicants, **<u>including existing members interested in continuing</u>**, are scheduled for interviews.

Step 3 – Interviews will be conducted at a City Council Work Session. The Council may ask for input from the various boards and committees on the expertise that is needed on that board. The City Clerk will notify those applicants who were not selected for an interview.

Step 4 – The City Council, by majority vote, will appoint (or re-appoint) representatives to fill vacancies on boards, commissions, and advisory committees.

Step 5 – The City Clerk will notify the successful and the unsuccessful candidates by letter, with a copy to the appropriate staff member involved with the Board.

NOTE: Anyone applying for more than one appointment will be interviewed for each position that requires an interview.

ADDITIONAL REQUIREMENTS FOR PLANNING COMMISSION BOARD APPLICANTS AND REAPPOINTMENTS

The Planning Commission is not subject to term limits, however if the member desires to serve an additional term the Planning Commission member whose term is up must reapply for reappointment. The City Council will encourage new applicants to apply.

*****Application on following pages*******

Application for a Volunteer Board or Advisory Committee
CITY OF MONTROSE

Board you are interested in _____

(Please submit separate application for each board – Review attached information on board or committee)

Name _____

Home Residence Address _____

Mailing Address (if different) _____

Business Name, Address and Job Title _____

_____

Telephone Numbers: Home _____ Work _____

Fax _____ E-Mail _____

If the board applied for requires expertise, please tell us about your qualifications in that area (education, experience, etc.) _____

_____

_____

_____

_____

_____

Why are you interested in serving on this board? _____

_____

_____

_____

_____

_____

Will you have any conflicts with the services required of the board being applied for? (Please specify) _____

_____

What other volunteer boards have you served on? (Please include dates). _____

_____

_____

_____

_____

What else can you tell us about yourself? _____

_____

_____

_____

_____

Please include a letter of interest with this application. Address the letter to the Montrose City Council, c/o the City Clerk, P. O. Box 790, Montrose, CO 81402-0790. If you submit more than one application, please indicate which board you are most interested in.