



BOARDS & COMMISSION APPLICATION

Please complete and return to: Danette Dunlap, City Secretary

P O Box 60 Abilene, TX 79604

Fax (325) 676-6439 or E-Mail: danette.dunlap@abilenetx.com

Serving on an advisory or regulatory board or commission is an excellent way to influence decisions yet many interested citizens are often not appointed because they have not made their qualifications, abilities, experience, and interest known to the public officials who make appointments. Board and Commissions are established by local ordinance or resolution. They act in either an advisory or regulatory capacity.

For all City appointive positions:

A. Contact the City Secretary for a list of boards and commissions.

B. Target the board (commission, committee) that you are interested in.

1. Match up your experience, talents, and qualifications with the proper board. Some boards have specific occupational or organizational affiliations required for at least some of the positions.
2. Investigate how much time is involved, if personal expenses are involved, and if a special application form is necessary.

C. Make your interest known.

1. Prepare or update your vita/resume to show how your experience qualifies you for the position you are seeking.
2. Send a cover letter along with the application to the City Secretary expressing your interest in the appointment.
3. Follow-up with a personal contact to any member of the City Council.
4. Ask individuals or groups for their support and endorsement.

D. Monitor the vacancy. If very much time elapses, determine if a second application is necessary.

E. Establish your identity and credibility with elected officials; monitor meetings; attend and testify at hearings; ask for and provide information on issues; offer to do volunteer work; be informed and knowledgeable on the issues; be visible.

Name: _____

Home Address: _____

Mailing Address: _____ City Limits? Yes () No ()

Home Phone Number: _____ Cell Phone Number: _____

Occupation: (if retired list former occupation) _____

Employer: _____ Business Phone Number: _____

Business Address: _____ E-Mail Address: _____

Number of years as an Abilene resident: _____

Voter Registration Number: _____

Previous experience on boards, commissions, or other civic organizations:

Board or Organization	City, State	Dates	Your Role

Please describe your education, professional affiliations, special knowledge, qualifications or expertise that relates to your possible appointment: _____

Please give a brief statement why you would like to be appointed to a Board or Commission: _____

Please Note: While there is no guarantee of an appointment, all applications will be considered equally. Applications will be kept on file for one year and then either updated or withdrawn by the applicant. Please list the boards you are interested in serving: _____

Recognizing that serving on a Board or Commission is often time consuming, most meet on a monthly basis, are you committed to attending all regularly scheduled meetings? _____

I have attended one or more meetings of the board or commission for which I have applied: _____

Applicants Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
Date Application Received _____	New Applicant? _____ Yes _____ No
If no, applicant previously served on _____ Board	
Applicant appointed to _____	Term Expires _____