



Volunteer Boards and Committees Application

Applying to a Board or Commission

Individuals interested in serving on a Village board, commission, or committee must complete the “Application for Volunteer Board and Committees”, indicating which board or commission they are applying for. This application can be obtained from the Village Clerk’s Office and returned there upon completion. The application will be considered ‘active’ for six months and will be considered by the Village President and Council if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the Village of Blissfield while other positions are specifically reserved for residents or property owners in the Village.

Appointment Process

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised by the Village Clerk in local newspaper, through the Village website, and/or via social media. The Village Clerk will forward them to the Village President and Village Council (depending on the appointing authority). For appointments made by the Village President with the consent of Council, the Village President shall notify Council if his or her desired appointees in writing at least 3 calendar days in advance of the Village Council meeting at which he or she desires to make the appointments.

Term of Service

Each board and commission has different terms of service based on their bylaws and authorizing legislation.

Reappointment

All members of commissions or boards whose terms are set to expire must complete an “Application for Volunteer Board and Committees” and resubmit to the Village Clerk. The Application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic.

Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward the letter to the Village Clerk. The resignation letter will then be forwarded to the Village Council for their acceptance. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Village President and Village Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.



Volunteer Boards and Committees Application

- DDA / Main Street Board
- Planning Commission
- Parks and Recreation Advisory Board
- Construction Board of Appeals

PLEASE PRINT

Name: _____

Address: _____

Phone: _____

Email: _____

Are you a registered voter in the Village? _____

How long have you lived in the Village? _____

Educational Background: _____

Professional Qualifications and/or work experience: _____

Community Activities and/or other experience: _____

Have you served on a board/committee or held a civic position in the past? If yes, please explain:



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Do you foresee any potential conflicts of interest while executing the duties of this position? If yes, please explain:

Reason(s) you wish to serve:

Have you reviewed the current meeting schedule of the board/committee and can commit to regular meeting attendance? _____

Signature: _____

Date: _____



Volunteer Boards and Committees Application Appendix: Board Meetings, Expectations and Required/Desired Skills

General Meeting Schedule

DDA / Main Street Board- 2nd Wednesday of the Month

Planning Commission- 1st Monday of the Month

Parks and Recreation Advisory Board- 3rd Tuesday of the Month

Construction Board of Appeals- As needed

Expectations

It is expected that you will strive to attend all scheduled meetings and will properly notify the board or commission chairperson if you will not be able to attend a meeting as soon as you become aware you will not make the meeting.

All members are expected to act with integrity and honesty and to refrain from any decisions in which they have a conflict of interest. Please reach out to the staff representative or to the chairperson of your board if you have any questions or concerns.

Some commissions and boards have bylaws that govern the proceedings of the board. These should be followed at all times.

Required or Desired Skills

- Downtown Development Authority: Must be an owner or employed by an owner of a property within the DDA district boundaries (by-laws do allow for a certain portion of the board to be outside of the district).
- Parks & Recreation Board: Must be a village resident. Must have interest in expanding and preserving park service and recreation programs. Frequent participants are encouraged.
- Planning Commission: Must be a resident of the Village of Blissfield. Desired background includes building, real estate, & business; although all interested persons are encouraged to apply.
- Construction Board of Appels: Must be a resident of the Village of Blissfield. Desired background includes building, real estate, and business; although all interested persons are encouraged to apply.