



Responsibilities of Board and Commission Members

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific dues of each vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. **Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion prior to performing any official duties as a Board and Commission Member.**
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendations.
7. Participate in continuing education opportunities offered by the City or related affiliate organizations.
8. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
9. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
10. Council appointments to boards or commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.
11. Meeting times for Boards/Commissions are typically held as follows:

Board/Commission	Meeting Date	Meeting Time
Economic Development "A"	2 nd Monday of the Month	6:00 p.m.
Economic Development "B"	3 rd Monday of the Month	6:30 p.m.
Parks & Recreation	2 nd or 3 rd Friday of the Month	9:00 a.m.
Planning & Zoning	1 st Friday of the Month	8:30 a.m.
Historic Preservation	2 nd Thursday of the Month	5:00 p.m.
Zoning Board of Adjustment	TBD	TBD
Capital Improvement Advisory Committee	As Needed (Est. 2-3 times per year)	TBD

I acknowledge that I have read the responsibilities and will work on the community's behalf to uphold them. By signing below, I acknowledge that I am available to attend the meetings for the Board or Commission in which I have applied. I understand that any Board or Commission may change meeting dates and times or call a special meeting and a quorum is necessary.

Signature _____ **Date** _____