

Notice of Interest for Service on the City of Nacogdoches Boards and Commissions

(Approved by City Council 12/15/09)

Background: Twice a year, the City Council considers appointments for the City's various Boards and Committees. Upcoming openings are published in the local media with further information available through the City Secretary's Office.

Criteria: All residents of the City of Nacogdoches are encouraged to serve on the various Boards and Committees of the City.

Instructions: You may be eligible for appointment to more than one board or committee; but you may only serve on two City Boards or Committee simultaneously. Please review the City Boards/Commissions handbook to determine your eligibility. Please call 936-559-2504 if you require assistance.

You will be required to complete the "*Application for Appointment to City of Nacogdoches Boards and Committees.*" Please be aware information you submit on these forms may be subject to verification during the application process and is subject to the Texas Public Information Act (Government Code Chapter 552). In order to be considered, the completed Application for Appointment forms and their attachment(s) must be submitted by the advertised deadline to:

Nacogdoches City Secretary
P.O. Box 635030
Nacogdoches, Texas 75963-5030
Phone: 936-559-2504
Fax: 936-559-2912

Review and Appointment Process: All applications will be reviewed by the City Secretary for completeness and eligibility. Eligible applications will be forwarded to the City Council.

Two City Council members will interview applicants at a work session. Nominees must appear in person for the interview. If you do not attend one of the interview sessions, you will not be considered for appointment.

If an individual is ill, out of town, or cannot appear in person, a written statement must be submitted to the Office of the City Secretary prior to the date of the interview for review by the interview committee.

The interview committee will submit their nominations for each Board and Committee, in writing, to the City Secretary, in the form of a memorandum with their signatures.

The memorandum of suggested appointments will be placed on the next City Council Agenda for consideration by the entire Council.

Deadline: Applications must be received by the City Secretary's office by end of business day **June 30, 2010**.

Name: _____

BACKGROUND

Education: _____

Professional: _____

Volunteer Experience/Community Service: _____

Areas of interest: _____

Please specify membership on any other governmental Board or Committee.

List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are currently a member and/or officer and/or employed by, and give the title and dates of any position that you have held in such organization.

Organization: _____

Title: _____ Dates: _____

Organization: _____

Title: _____ Dates: _____

Reasons for Seeking Appointment: Please attach a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a résumé or additional information.

I have read and understand the instructions and appointment process. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Signature

Date

FILE COMPLETED FORM WITH CITY SECRETARY'S OFFICE BY DEADLINE FOR PROCESSING

Nacogdoches City Secretary
P.O. Box 635030
Nacogdoches, Texas 75963-5030
Phone: 936-559-2504
Fax: 936-559-2912

(Original copy will be on file in the City Secretary's Office for 12 months.)

Note: Information provided on this form is public and subject to the Texas Public Information Act (Government Code Chapter 552)