

CITY OF COMANCHE

The City Council will use this application for their selection of individuals for appointments to specific Boards that were established to assist and advise the City Council on specific issues.

All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and to the Texas Public Information Act.

Name _____

Telephone Numbers (Home) _____ (Mobile) _____

Residential Address: _____

Email: _____

Business Address: _____

Business Telephone _____

Do you live inside the city limits of Comanche? Yes ___ No ___ If yes, how many years ___

Are you a registered voter? Yes ___ No ___ Voter Registration No. _____ (Required)

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS:

Please check the appropriate boxes. If applying for more than one Board, please rank your preference by number using No. 1 as your first choice.

- Airport Board
- Housing Authority
- Other

- Planning and Zoning Commission
- Economic Development Corporation
- Upper Leon Water District

• What is your occupation or area of expertise? _____

• Work experience/knowledge/training specific to the Board to which you are applying.

• Have you attended a City Council Meeting before? Yes ___ No ___

• Have you attended a Board meeting for which you have applied? Yes ___ No ___

- Do you have working knowledge in any of the following areas? Please check all that apply.

Commercial Real Estate/Development
Manufacturing/Industrial Operations
Business Development
Law/Contract Administration
Building/Construction

Banking/Finance
Real Estate Management
Promotions/Marketing
Business Management
Other: _____

- Do you currently serve on any other Board at this time? If so, which Board? _____

- Do you have any business or personal relationship with the City of Comanche that would affect your ability to have impartial judgment in City Matters? Attach separate page, if necessary.

Yes ____ No ____ If yes, explain: _____

- List any civic or community activities in which you have been involved. _____

- What is your volunteer experience? _____

FOR EACH BOARD TO WHICH YOU ARE APPLYING, PLEASE COMPLETE A SEPARATE PAGE FOR THE FOLLOWING QUESTIONS:

BOARD: _____

- **Do you know the purpose of the Board(s) for which you have applied? Please provide a brief statement for each Board you have selected to above. Attach a separate page, if necessary.**

- **What do you hope to contribute to the community by serving on the Board to which you are applying? Please address each board you have selected above. Attach a separate page, if necessary.**

I swear that all of the statements included in my application and attached addendum, if any, are true and correct. I hereby affirm that I am aware of the requirements of the position and certify that I meet those requirements.

Applicant Signature _____ **Date** _____

All applications must be signed and submitted to the City Secretary's Office.

Submit applications:
City of Comanche
Attn: City Secretary
101 East Grand Avenue
Comanche, TX 76442
(325)356-2616

Responsibilities of Board Members

To be selected as a City Board member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties 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 scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your individual board. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
5. 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.
6. Participate in continuing education opportunities offered by the City or related affiliate organizations.
7. 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.
8. 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.
9. Council appointments to boards 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.

I acknowledge that I have read the responsibilities and will work on the community's behalf to uphold them.

Signature _____

Date _____