

CITY OF ABILENE HOW TO GET APPOINTED

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 vita and any necessary applications 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.**

CITY OF ABILENE
P O BOX 60
ABILENE TX 79604
DATA SHEET
BOARD OR COMMISSION CANDIDATE

Name: _____ Age (Optional): _____

Home Address: _____ City: _____ State: ___ Zip: _____

Home Phone: _____ Business Phone: _____

Business Address: _____ City: _____ State: ___ Zip: _____

Resident of City for _____ Years Voter Registration No. _____

Occupation: _____

Education: _____

Board Preference: _____

Special Knowledge or Experience Applicable to City Board or Commission Function: _____

Professional Affiliations: _____

Other Information (Civic Activities, etc.): _____

Areas of Interest: _____

Would any special physical accommodations be necessary for you to participate in meetings due to a disability? If so, what? _____

Please specify any time constraints you may have. _____

I have attended one or more meetings of the board or commission for which I have applied: ___ Yes ___ No

Date: _____ Signature: _____

RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE

P O BOX 60

ABILENE, TX 79604

325-676-6202

FAX: 325-676-6229

E-MAIL: danette.dunlap@abilenetx.com

OR APPLY ONLINE AT www.abilenetx.com