



CITY OF SNELLVILLE

SNELLVILLE CITY CENTER
2342 Oak Road, Georgia 30078

Telephone (770) 985-3500 ~ Fax (770) 985-3525
www.snellville.org

APPLICATION FOR BOARD APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Snellville uses to get this insight is through the various Boards and Commissions of the City of Snellville. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Snellville Departments and Mayor and Council. And, because of the number of persons expressing an interest in serving and the important issues that the Board and Commission members face, this questionnaire has been developed to assist the City Manager and the Mayor and Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- *As a registered voter in the City of Snellville, Do I fully understand what this Board or Commission expects from me?*
- *Am I committed to the goals/interests of the Board, Council or Commission... to the mission/purposes of the organization?*
- *Can I afford the demands on my time, resources and energy?*
- *Will I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and be well prepared for each meeting?*
- *Can I work effectively with the other members of the Board or Commission, the City Manager and Department Directors?*
- *What is my real motivation for accepting membership on the Board or Commission?*
- *Will I be there if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary Board/Commission training, education and development activities that will improve my effectiveness in my position?*
- *Am I current on all fees/taxes due to the City of Snellville?*

APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Applicant Name: _____

Home Address: _____ Subdivision: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-Mail: _____

Occupation: _____ Retired: Yes No

- a) How long have you been a resident of the City of Snellville? _____ Years and _____ Months
- b) Are you a registered voter in the City of Snellville (required for application consideration)? Yes No
- c) Are you current with all of your financial obligations (property taxes, permit fees, etc.) to the City? Yes No
- d) Have you ever attended a meeting of the Board or Commission for which you are asking to serve on? Yes No
- e) Which Board(s) or Commission(s) do you wish to be appointed to? _____

- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? Yes No
- g) The Snellville City Code of Ordinances requires that Board and Commission members not miss three (3) consecutive meetings nor more than three (3) regular meetings annually. Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? Yes No
- h) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? Yes No If yes, please explain: _____

- i) Do you or your employer, or your spouse or child or their employers, do business with the City of Snellville? Yes No If yes, please explain: _____

- j) Do you have any employment or contractual relationship with the City of Snellville that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? Yes No If yes, please explain: _____

- k) Please briefly explain your reasons for wishing to serve on the Board or Commission you select: _____

- l) What goals and objectives would you seek to achieve if you are appointed? _____

m) Please provide a brief personal history, including education, occupation, previous civic, community, or other service involvement which would help the appointing authority make an informed decision regarding your candidacy: _____

n) Would you be willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest): _____

o) If not selected to serve an appointment to a Board or Commission position, do you have any interest in serving the City as a volunteer for special events such as the annual Snellville Days Festival or STAT events? Yes No
If yes, please explain:

Applicant Statement: *I understand that I am applying for appointment to a Board or Commission office of the City of Snellville; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.*

Signature

Printed Name

Date

Please return completed and signed application to: **Butch Sanders, City Manager**
CITY OF SNELLVILLE
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078

Telephone: (770) 985-3500
Website: www.snellville.org

BOARD AND COMMISSION INFORMATION**Planning Commission**

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 4th Tuesday of the Month
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

Board of Appeals

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 2nd Tuesday of the Month
Time: 6:30 p.m. (Work Session) 7:30 p.m. (Meeting)

Parks & Recreation Advisory Board

Positions: 6
Term: 2 years
Term Begins: July 1st
Regular Meetings: 1 per quarter (January, April, June, October) or as necessary
When: 1st Tuesday of the Month
Time: 6:30 p.m. (Meeting)

Personnel Advisory Board

Positions: 4
Term: 2 years
Term Begins: July 1st
Regular Meetings: None
When: As announced

Alcoholic Beverage Review Board

Positions: 5 (4 members comprised of City staff and Planning Commission member)
Term: 2 years
Term Begins: July 1st
Regular Meetings: None
When: As announced

Downtown Development Authority

Positions: 7 (includes 1 City Official position)
Term: 4 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 2nd Thursday of the Month
Time: 3:30 p.m.

Urban Redevelopment Agency

Positions: 7 (includes 1 City Official position)
Term: 2 years; 4 years; and 6 years
Term Begins: July 1st
Regular Meetings: 1 per month or as necessary
When: 1st Tuesday of the Month
Time: 1:00 p.m.

Election Workers

Term: Indefinite at the pleasure of the City Clerk
Regular Meetings: None
Term Begins: Not Applicable