

**CITY OF EDGEWOOD  
ECONOMIC DEVELOPMENT ADVISORY BOARD VACANCY**

The City of Edgewood is seeking applicants for the Economic Development Advisory Board to fill at least one (1) position, with a term ending June 30, 2022. Commissioners are appointed by the Mayor, confirmed by the City Council, and this position will commence when filled.

Members of the Economic Development Advisory Board serve as volunteers in an advisory capacity to the City Council. They are responsible for studying the economic development needs of the citizens, business owners, and developers, and making recommendations to the Council concerning those needs.

Applications may be obtained on the City's website at [www.cityofedgewood.org](http://www.cityofedgewood.org)

Completed applications must be received by the City Clerk no later than 5:00 p.m. on Friday, January 29, 2021.

Submit applications to: City of Edgewood, City Clerk, 2224 104<sup>th</sup> Ave. E., Edgewood, WA 98372 or by emailing [Rachel@cityofedgewood.org](mailto:Rachel@cityofedgewood.org)

Currently, the Economic Development Advisory Board meets on the first Monday of each month. Applicants should be substantially available to participate in such meetings.



# CITY OF EDGEWOOD CITIZEN COMMISSION/BOARD APPLICATION

DATE: \_\_\_\_\_

BOARD/COMMISSION APPLYING FOR: \_\_\_\_\_

Please complete the entire application form. Applicants are strongly encouraged to attach a cover letter and/or a resume totaling not more than three pages for consideration.

NAME: \_\_\_\_\_  
LAST FIRST INITIAL

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY STATE ZIP CODE

E-MAIL ADDRESS: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

**Have you previously served on a City of Edgewood Board/Committee/Commission?  
(If yes, please explain.)**

Yes  No

\_\_\_\_\_  
\_\_\_\_\_

Are you able to attend evening meetings?  Yes  No

Daytime meetings?  Yes  No

Other comments/additional information for consideration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Volunteer Board, Commission and Committee Responsibilities

To be selected and serve as a City of Edgewood volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Edgewood, I agree to:

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the city and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and city, representing city programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_