



## CITIZEN BOARD/COMMITTEE/COMMISSION APPLICATION

Thank you for your interest in serving the community as a volunteer on a Board, Committee, or Commission with the City of Edgewood. We appreciate your willingness to serve in an advisory capacity to the city council.

Please submit the following items:

- Application and any other material you find relevant to help the mayor and council in their review process (see page 2)
- Signed responsibility acknowledgment (see page 3)
- Answers to the supplemental questions below. Please keep answers to a max of 200-word limit.

The application and any correspondence should be addressed to:

**Jill Schwerzler-Herrera, City Clerk  
Advisory Body Recruitment  
2224 104<sup>th</sup> Avenue E.  
Edgewood, WA 98372-1513**

Or via email:

[jill@cityofedgewood.org](mailto:jill@cityofedgewood.org)

### Supplemental Questions:

Please respond to the following questions regarding your interest in the board/commission/committee vacancy for the City of Edgewood:

1. Why are you interested in volunteering to serve on this board/committee/commission?
2. What strengths would you bring to the board/committee/commission?
3. What are the three highest priorities and/or issues you believe the City needs to address?
4. How would you propose to address these issues?
5. What is your vision for our community?
6. Anything else that you wish to add?

## Board/Committee/Commission Application

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

Please review the city website for information on dates and times of board/committee/commission meetings. (<https://www.cityofedgewood.org/176/Boards-Commissions>)

Daytime meetings?  Yes  No

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

## Board/Commission 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, Commissions, and Committees 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, if selected, 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. Strive to represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be clearly 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. Understand my responsibility to adhere to the Open Government Trainings Act and complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and Chapter 40.14 RCW related to records retention.
5. Represent the public interest and not special interest groups.
6. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
7. Serve as a liaison between the city and its citizens and help reconcile contradictory viewpoints and 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.
8. 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.
9. 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.
10. 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).
11. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
12. Understand that in my role I recommend policy while administrators and staff carry out policy adopted by the City Council.
13. 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.
14. 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.
15. Attend all meetings of the Board, Commission, or Committee, unless excused.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation. I understand that if I do not adhere to these responsibilities, I may be removed from the board/committee/commission.

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