

## **HOW TO APPLY FOR A BOARD OR COMMISSION**

1. Application forms are available on the bulletin board outside Room 202 at the Municipal Building or can be obtained by telephoning 586-5278. The forms are also available on Juneau's website at [www.juneau.org/clerk/boards/applying\\_for\\_a\\_board.php](http://www.juneau.org/clerk/boards/applying_for_a_board.php)
2. The listings for current vacancies on boards and commissions can be found in the Your Municipality ad in every Friday's edition of the Juneau Empire, on Juneau's website, on Cable Channel 7, and posted on the bulletin board on the second floor of City Hall.
3. Fill out one application for each board/commission you are applying for and mail, deliver, or fax it to: Municipal Clerk, 155 South Seward Street, Juneau, AK 99801; fax 586-4552.

Qualifications to serve vary with the board, but the most important ones are having the time, interest and willingness to serve. Time requirements can vary from three hours per month to 20 hours per week. Some boards meet only seasonally or when needed so check with the clerk's office if there is a specific board you are interested in to see if your schedule is compatible with that of the board.

## **WHAT HAPPENS NEXT - CONSIDERATION OF APPLICANTS**

1. You will be considered for the boards and commissions for which you apply as vacancies occur, either through the expiration of a member's term or through a member's resignation. For incumbents wishing to be reappointed, they need to reapply for their seat by filling out the application and are considered in the same manner and process as all other applicants. Incumbents can contact the clerk's office to get a copy of their most recent application and update that for submission. *Incumbents are not automatically reappointed.*
2. Vacancies occur throughout the year, and applications are accepted at any time.
3. Applications are held one year for consideration. If, after that time, you are still interested in applying for a board or commission, please submit a new application.
4. The Human Resources Committee usually meets on the same Mondays as the regular Assembly meetings (approximately every three weeks) to consider recommendations for appointments to boards and commissions, which are then submitted to the Assembly for confirmation.
5. The Assembly seeks to have broad representation from throughout the community so that in making appointments they consider many factors.
6. Applications are always welcome, and you should not feel discouraged if you are not quickly appointed or notified. If you do hear of a vacancy in which you are interested, it is suggested that you call to remind the Municipal Clerk's Office that you have an application on file and would like it to be considered at the time.

Thank you for your interest!

# CBJ BOARD/COMMISSION APPLICATION

**PLEASE BE AWARE THAT THE INFORMATION GIVEN ON YOUR APPLICATION AND ANY ADDITIONAL INFORMATION YOU ATTACH TO THIS FORM IS MADE AVAILABLE TO THE PUBLIC!**



Required Fields marked by ★, all other fields optional.

★ Application is for: \_\_\_\_\_ Board/Commission

If this is to fill a specific seat or group representation please indicate the seat or group here: \_\_\_\_\_

★ NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

★ MAILING ADDRESS: \_\_\_\_\_

Street or PO Box City State Zip

★ (Please list at least one phone number below and circle the best method for contacting you)

CONTACT #s: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

I currently have membership or an active interest in the following organizations: \_\_\_\_\_

I am currently a member of the following CBJ Advisory Boards: \_\_\_\_\_

Please explain the main reasons you are applying: \_\_\_\_\_

You may attach a brief outline (no more than two pages) of your education, work, and volunteer experience and other interests.

Time available for board/commission work: (please circle) 2hrs 5hrs 10hrs 20hrs Per: week month

How did you learn of this vacancy (circle one):

Newspaper Channel 7 Website Word of Mouth Solicitation Other: \_\_\_\_\_

★ Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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The following optional information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. This information is not required. \*Please indicate age or other specific criterion if it pertains to serving on a specific seat on the board/commission you are applying for.

Race/Ethnic Group: \_\_\_\_\_ \*Year of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Single \_\_\_ Married \_\_\_\_\_

Need for special accommodations: \_\_\_\_\_

RETURN TO: MUNICIPAL CLERK, 155 S. SEWARD STREET, JUNEAU, AK 99801  
TELEPHONE NO.: 586-5278; FAX NO.: 586-4552 [City\\_Clerk@ci.juneau.ak.us](mailto:City_Clerk@ci.juneau.ak.us)

**CITY AND BOROUGH OF JUNEAU, ALASKA BOARDS AND COMMISSIONS**

[\* Denotes appointing authority]

**\* Assembly**

Airport Board  
 Americans' with Disabilities Act Committee  
 Bartlett Regional Hospital Board of Directors  
 Bidding Review Board  
 Board of Equalization  
 Building Code Advisory Committee  
 Building Code Board of Appeals  
 Docks and Harbors Board  
 Douglas Advisory Board  
 Eaglecrest Ski Area Board of Directors  
 Fisheries Development Committee  
 Jensen-Olson Arboretum Board  
 Juneau Affordable Housing Commission  
 Juneau Commission on Aging  
 Juneau Commission on Sustainability  
 Juneau Economic Development Council  
 Juneau Historic Resources Advisory Committee  
 Juneau Human Rights Commission  
 Juneau Public Libraries Endowment Board  
 Parks & Recreation Advisory Committee  
 Personnel Board  
 Planning Commission (*Upon appointment, must file APOC Public Official Financial Disclosure Statement*)  
 Sales Tax Board of Appeals  
 Sister Cities Committee  
 Social Services Advisory Board  
 Utility Advisory Board  
 Wetlands Review Board  
 Youth Activities Board  
 1% for Art Selection Panels: (nominated by various agencies/appointed by Assembly) Thunder Mountain High School, Airport Terminal Renovation, Harborview Elementary Renovation Project, Zach Gordon Youth Center, Glacier Valley Elementary School Renovation Project, Dimond Park Aquatics Center, Downtown Transportation Center, and yet to be created: Gastineau Elementary School Renovation Project

**\* City & Borough Manager**

Animal Control Board of Appeal (Animal Hearing Board)

**\* State Agency**

Local Emergency Planning Committee (LEPC) formerly called the Capital City Emergency Planning Committee (CCEPC). Members are nominated by the Assembly and appointed by the State Emergency Response Commission; there are two applications to be filled out when applying for this committee - 1) CBJ Board App & 2) State LEPC Application

**\* Mayor Appointed Task Forces and Ad Hoc Committees**

Capitol Planning Commission \*\*  
 Dimond Park Pool Task Force  
 West Douglas Development Working Group

[\*\*presently inactive]