

## **POLICY ON VOLUNTEER BOARD APPOINTMENTS**

**PURPOSE:** To establish an appointment policy for volunteer boards that is consistent and encourages participation by qualified citizens.

### **PROCESS:**

Step 1 - Two months prior to any term expiration, the City Clerk sends a letter to individuals, whose terms are expiring, advising that the term is coming to an end and if interested in continuing to serve they should reapply by the deadline. If the member has already served two terms, then they are not eligible to reapply and will not receive the letter. Term limitations on Grand Junction's volunteer boards will be analogous to term limits in Colorado Law. Term limitations do not apply to boards that are jointly appointed with other entities (Riverfront Commission and Riverview Technology Corporation).

At the same time, a letter is sent to the board advising that vacancies are coming open and inviting the board to provide written input to the City Council regarding skills and expertise that would be beneficial to the make-up of the board.

The City Clerk advertises the openings. The deadline for receipt of applications is established approximately 1 month prior to the expiration date of the board seats. Every applicant will receive a postcard from the City Clerk acknowledging receipt of the application.

All letters of interest shall be accompanied by the City's standard volunteer board application (sample attached).

The City Council has determined that volunteer boards will require interviews with only those exceptions provided herein. Generally, no more than six (6) applicants will be interviewed for any one position. When a large volume of applications/ resumes are received and/or on file for any one board, all of City Council will review the applications/resumes in order to reduce the applicant list to six.

### **Interviews required for all boards with the following exceptions:**

Colorado State Leasing Authority - recommendation accepted from board

Urban Trails Committee - City Council will interview recommendations from Riverfront Commission

Riverview Technology Corporation - City Council will interview recommendations from RTC

Building & Fire Code Board of Appeals - Mesa County Commissioners appoint, the City Council ratifies

### **When interviews are required:**

Step 2 - Approximately one month prior to expiration date, when deadline has passed, a date is set for interviews. Applicants, **including existing members interested in continuing**, are scheduled for an interview.

Step 3 - Interviews are conducted with at least 3 members of City Council present. City Council will usually select no more than six applicants to interview, depending on number of openings, number of applicants and expertise needed on the volunteer board. Any applicant not selected for interview will be advised of such immediately by letter prepared by the City Clerk.

Step 4 - Council will advise the City Clerk who will be recommended for appointment. The City Clerk will schedule appointments on the agenda. For the Council meeting following appointments, the City Clerk will invite the appointees (and reappointees) to the meeting to receive their certificates. If one or more can attend, go forward. If none can attend, and there is not a time issue, then reschedule to a time when at least one appointee can be present.

Step 5 - By majority vote of the Council members conducting the interviews, a recommendation for appointment is made at the City Council meeting when scheduled. The decision for appointment will be made by a majority vote of the City Council.

Step 6 - The City Clerk notifies unsuccessful candidates who were interviewed by letter.

**Steps for exceptions:**

Step 2 -

The Colorado State Leasing Authority will send its recommendations for appointments and reappointments to the City Clerk who will bring that forward to the City Council at a regularly scheduled meeting for formal action.

Riverfront Commission will interview applicants for the Urban Trails Committee. It will forward a recommendation(s) to the City Clerk who will schedule interviews of the recommended candidates with the City Council interview committee. The interview committee will forward a recommendation to the full City Council for action at a regularly scheduled City Council meeting,

The Riverview Technology Corporation will interview applicants for the Riverview Technology Corporation. It will forward a recommendation(s) to the City Clerk who will schedule interviews of the recommended candidates with the City Council interview committee. The interview committee will forward a recommendation to the full City Council for action at a regularly scheduled City Council meeting,

Step 3 - City Council considers the interview committee recommendation and any written input and decides by majority vote on the appointment(s) at a formal City Council meeting. Appointees are invited to attend the following Council meeting and receive their certificate of appointment.

Step 4 - Notification by the City Clerk will be made by letter to all unsuccessful candidates.

**NOTE:** Anyone applying for more than one appointment will be interviewed for each position.

**Updated:** June 18, 1997

Revised: October 22, 1998

Revised: June 1, 2001

Revised: June 2, 2003

Revised: July 3, 2013

Exhibit – Sample Application Form

**NOTE: When you have completed this form, save it and print a copy for your records, then email the Application form as an attachment to [stepht@gjcity.org](mailto:stepht@gjcity.org).**

**Application for a Grand Junction Volunteer Board**

Board you are interested in \_\_\_\_\_  
(please submit separate application for each board applied for)

Name \_\_\_\_\_

Home Residence Address  
\_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Name & Address & Job Title \_\_\_\_\_

Telephone numbers.. Home \_\_\_\_\_ Work \_\_\_\_\_

Cell (opt) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

If the board applied for requires expertise, please tell us your qualifications in that area (education, experience, etc). \_\_\_\_\_

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

Why are you interested in serving on this board? \_\_\_\_\_

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

**After reviewing the informational table on the following page, are there any identified conflicts with the meeting times (please specify)? \_\_\_\_\_**

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**Will you have any conflicts with the services required of the board being applied for (please specify)? \_\_\_\_\_**

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**What other volunteer boards have you served on (give dates)? \_\_\_\_\_**

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**What else can you tell us about yourself? \_\_\_\_\_**

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**Please feel free to submit a resume' along with this application and your letter of interest. Address letter to the City Council c/o the City Clerk, 250 N. 5<sup>th</sup> Street, Grand Junction, Co. 81501 OR Fax to 970-244-1599. If you submit more than one application, please tell us which board you are the most interested in.**

**Although we have indicated the best time to apply for a particular board, we accept applications for any of the boards year-round. Thank you.**