



## City of Eaton Rapids

200 S Main Street  
Eaton Rapids, MI 48827  
517-663-8118

### General Board Member Application

If you are interested in serving as a member of one (or more) of the Boards or Committees, please complete this form; attach additional sheets if necessary. Most board appointments require that the applicant/nominee maintain residence in the area of service for a period of at least 9 months, be at least 18 years of age, and be registered to vote within the area of Eaton Rapids, though some positions include exceptions. Interested applicants may submit their materials at any time, however appointments can only be made at such a time as a position is vacant, either through the ending of a current member's term or due to some other circumstance that creates a vacancy. To be considered for appointment to serve on the Board of your preference in Eaton Rapids, please complete all application materials and submit them to the City Clerk's office. You are also welcome to submit a copy of your resume or letter of interest as part of your application, but it is not required. If approved, your nomination materials will be forwarded to the Mayor, who will formally make the nomination during the council's next working session, at which point the council will consider it for final approval during a public council meeting. Confirmed appointees will be notified by the clerk in writing within five (5) days of confirmation. After confirmation of your appointment and swearing in, all new board members should be prepared and available to attend an orientation and appropriate ongoing trainings to ensure they can fulfill the duties of their appointed office. For more information, please contact the City Clerk at (517) 663-8118.

**Please submit your completed application and all supplemental materials to City Hall – Attention: City Clerk**

#### Board or Committee of Interest (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> City Council                       | <input type="checkbox"/> Local Development Finance Authority Board |
| <input type="checkbox"/> Board of Review                    | <input type="checkbox"/> Local Officers Compensation Committee     |
| <input type="checkbox"/> Construction Board of Appeals      | <input type="checkbox"/> Planning Commission                       |
| <input type="checkbox"/> Downtown Development/TIF Authority | <input type="checkbox"/> Zoning Board of Appeals                   |

#### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



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**Qualifications for Position (please use additional paper if needed)**

Why are you interested in this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What particular strengths would you bring to the board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe relevant experience and community affiliations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended by: \_\_\_\_\_

References (Name and Contact): (1) \_\_\_\_\_

(2) \_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date