



# CITY OF JANESVILLE

*Wisconsin's Park Place*

## **Advisory Committee on Appointments Overview**

### **Purpose**

The purpose of this committee is to recommend to the City Manager and Council President citizen nominees to municipal standing committees, commissions, and boards.

### **Authority**

Council Policy 82

### **Term of Service**

3 years

### **Desirable Characteristics and Qualifications for Committee Members**

- Ability to fairly evaluate applicants for boards, commissions, and committees based on qualifications and community needs.
- Strong commitment to transparency, confidentiality, and ethical decision-making.
- Backgrounds in management, public administration, human resources, education, nonprofit leadership, or related fields that involve evaluating people and qualifications are beneficial.
- Experience serving on other City committees is desirable.

### **Eligibility to Serve**

To be eligible for an appointment to this committee, individuals must be residents of the City of Janesville and have an interest or knowledge in the committee's subject matter. Volunteers should also be available to meet at the committee's usual meeting time.

### **Time Commitment**

The Advisory Committee on Appointments meets monthly. Committee members generally need to allot 2 to 4 hours per meeting to review meeting materials (particularly applications) in advance of meetings.

## Advisory Committee on Appointments (ACA) Application

Serving on a board, commission, or committee is an excellent way to participate in local government and to make a personal contribution to the improvement of our community. Please complete the following application and return it to Nick Faust, Assistant to the City Manager, at [faustn@ci.janesville.wi.us](mailto:faustn@ci.janesville.wi.us).

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Why do you wish to serve on the ACA?

Do you have screening experience selecting applicants for a variety of different positions?

What work and life experiences do you possess that meet the characteristics and qualifications desired for the ACA?

Do you have any conflicts of interest or biases that would influence your decision-making as a member of the committee?