



**City of East Ridge, Tennessee**  
**1517 Tombras Avenue**  
**Telephone (423) 867-7711 ~ Fax (423) 867-7340**  
[www.eastridgetn.gov](http://www.eastridgetn.gov)

## **APPLICATION FOR BOARD APPOINTMENT**

City government depends on its citizens for knowledge and insight. That is why the City of East Ridge urges its citizens to apply to serve as members on city boards (also referred to as committees and commissions). Board members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive city government. The following questionnaire has been developed to assist the City of East Ridge and the City Manager to assess interests, eligibility and qualifications of those applying for board appointments. All residents are eligible and applications will remain on file for a year. For information on specific boards and their responsibilities, visit the City's website at <http://www.eastridgetn.gov/Government/Boards-Commissions.aspx>.

Questions to consider before applying for board membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this board expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the board?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the board, city manager, staff and council?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the board?*

### **APPLICANT INFORMATION**

Applicant Name (please print):

\_\_\_\_\_

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

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

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Retired:  Yes  No

- a) How long have you been a resident of the City of East Ridge? \_\_\_\_\_ Years and \_\_\_\_\_ Months
- b) Are you a registered voter of the City of East Ridge?  Yes  No
- c) Are you current with all financial obligations (taxes, permit fees, etc.) owed to the City?  Yes  No
- d) For which board are you applying? \_\_\_\_\_
- e) Have you attended meetings of the board for which you wish to serve?  Yes  No How many? \_\_\_\_\_
- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?  Yes  No
- g) The City of East Ridge requires board members to attend 70% of regular meetings and stay current with the issues before the board. Are you able to meet these requirements?  Yes  No
- h) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the board?  Yes  No If yes, please explain:

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- i) Do you, your employer, your spouse, children or their employers, do business with the City of East Ridge?  
 Yes  No If yes, please explain: \_\_\_\_\_

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- j) Do you have any employment or contractual relationship with the City of East Ridge that would create a continuing or frequently recurring conflict with regard to your participation on a board?  
 Yes  No If yes, please explain:

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- k) Please explain your reasons for wishing to serve on a particular board:

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l) What goals and objectives do you wish to achieve on that board?

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m) Please provide a personal history, including education, experience, previous civic, community or other service involvement that you believe would help the City make an informed decision regarding your board application.

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n) Would you be willing to be considered for appointment to any of the other board if a position is not available on the board of your first choice? If so, please list other boards for which you would like to be considered in order of interest:

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***Applicant Statement:*** I understand that I am applying to the City of East Ridge to volunteer for a board appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the board; that I will be required to meet the attendance and training requirements for board membership; and, that failure to do so or any other reason designated by law or the City Charter may cause my removal from such board. I agree to comply with all requirements of the board for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

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Signature

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Printed Name

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Date

Please return completed and signed application to:

**Janet Middleton, City Recorder**  
**City of East Ridge**  
**1517 Tombras Avenue**  
**East Ridge, Tennessee 37412**  
**Fax (423) 867-7340**  
[JMiddleton@eastridgetn.gov](mailto:JMiddleton@eastridgetn.gov)

**Board of Zoning Appeals**

Positions: 5  
Term: 3 years  
Term Begins: April 9th  
Regular Meetings: Monthly or as called  
When: 2<sup>nd</sup> Monday, 6:30pm

**Library Board**

Positions: 7  
Term: 3 years  
Term Begins: January 1<sup>st</sup>  
Regular Meetings: Every other month  
(Feb, Apr, Jun., Aug., Oct., Dec.)  
When: 2<sup>nd</sup> Tuesday, 6:00pm

**Planning Commission**

Positions: 7 (includes one council member)  
Term: 3 years  
Term Begins: August 25th  
Regular Meetings: Monthly or as called  
When: 1<sup>st</sup> Monday, 5:30pm

**Personnel Board**

Positions: 5  
Term: 1 year  
Term Begins: March 1st  
Regular Meetings: No  
When: As Called

**Beer Board**

Positions: 5  
Term: 3 years  
Term Begins: November 27th  
Regular Meetings: Monthly or as called  
When: 1<sup>st</sup> Monday, 5:00pm

**Industrial Development Board**

Positions: 7  
Term: 6 years  
Term Begins: June 12th  
Regular Meetings: Monthly or as called  
When: 3<sup>rd</sup> Thursday, 5:00pm

**Housing Commission**

Positions: 5  
Term: 3 years  
Term Begins: August 25th  
Regular Meetings: Monthly or as called  
When: 2<sup>nd</sup> Monday, 6:30pm

**Information including the purpose, duties and responsibilities of each board are available on the City's website. Go to [eastridgetn.gov](http://eastridgetn.gov) and click on "Boards".**