



# KODIAK ISLAND BOROUGH

## OFFICE OF THE BOROUGH CLERK

710 Mill Bay Road, Room 234

Kodiak, AK 99615

Phone: (907) 486-9310 Fax: (907) 486-9391

clerks@kodiakak.us

### APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

Board/Committee/Commission: \_\_\_\_\_

Designated seat or group representation (if applicable) : \_\_\_\_\_

**Please be aware that the information given on your application is made available to the public. Staff will require the use of a mailing address, email address, and contact phone number to provide board and meeting information.**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Length of Residence in Kodiak: \_\_\_\_\_ Registered to vote in Kodiak? Yes No

Please provide **one** of the following: Date of Birth \_\_\_\_\_ Last 4 digits of SSN# \_\_\_\_\_

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

Organizations you belong to or participate in: \_\_\_\_\_

Explain your main reason for applying: \_\_\_\_\_

What background, experience, or expertise will you bring to the board/committee/commission membership?

Are you available for regular meetings? \_\_\_\_\_ Pursuant to KIBC 2.100.070 (A.6) Other than by expiration of the members term, the assembly shall declare a seat vacant when a member misses three consecutively held regular meetings and is not excused.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A resume or letter of interest may be attached, but is not required. This application will be kept on file for one year. Please be aware that there may be an application deadline. Application deadlines, if applicable, are available on the Borough website at [www.kodiakak.us](http://www.kodiakak.us) or in the Notice of Vacancy announcements advertised in the *Kodiak Daily Mirror*.

- STAFF USE ONLY -		
Registered voter of the Borough: Yes ( ) No ( )	Appointment Letter: _____	Date Received: (date stamp below)
Applicant's Residence: Borough ( ) City ( )	Roster: _____	
Date of Appointment: _____	Oath of Office: _____	
Term Expires on: _____	APOC POFD Statement: Attached ( ) On File ( )	

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

Fill out an application for each board/committee/commission you are applying for. You may submit your application by email to [clerks@kodiakak.us](mailto:clerks@kodiakak.us), by fax to (907) 486-9391, or hand deliver it to the Borough Clerk's Office, 710 Mill Bay Road, Room 234, Kodiak, AK 99615. Applications are also available at [www.kodiakak.us](http://www.kodiakak.us).

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 seasonally, quarterly, or when needed. Please check with the Clerk's office if there is a specific board you are interested in to determine if your schedule is compatible with that of the board.

Note: in this document the term "board" shall include any board, committee, commission, or council of the Borough.

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

1. You will be considered for the board for which you apply as vacancies occur, either through the expiration of a member's term or through a member's resignation. Incumbents wishing to be reappointed will need to submit an application; incumbents can contact the Clerk's office to get a copy of their most recent application and update that for submission. Incumbents are considered in the same manner and process as all other applicants, and are not automatically reappointed.
2. Vacancies occur throughout the year, and applications are accepted at any time.
3. Applications are held for one year for consideration. If, after that time, you are still interested in applying for a board, please submit a new application.
4. The Mayor and Assembly seek to have broad representation from throughout the community so when making appointments they consider many factors.
5. All applications received for a vacancy are provided to the Mayor and Assembly for consideration. If you are appointed, you will receive an appointment letter, pertinent code sections, and a board roster from the Clerk's office. Support staff to the board will provide board materials and meeting notification.
6. All appointees are required to be sworn into office through the Borough Clerk's Office, 710 Mill Bay Road, Room 234, Monday through Friday, 8 a.m. to 5 p.m.
7. If you are not selected for appointment, you will be notified and your application will be retained for one year.

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 Clerk's Office that you have an application on file and would like to be considered for the vacancy.

Thank you for your interest!

## **ADDITIONAL INFORMATION REGARDING BOARDS**

- In addition to any other qualifications required by Kodiak Island Borough Code 2.100.040, a member 1.) shall be a qualified voter of the borough, and 2.) Shall remain a resident of the borough while in office.
- The term of each member of a board is three years. The regular term shall commence on January 1st of the year of appointment and shall expire on December 31st of the year the term expires.
- Planning and Zoning Commission members are required by the Alaska Public Offices Commission to submit financial disclosure statements.