*ADOPTED 11/20/2018*

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**Citizen Volunteer Form**

**Buckland Selectboard Policy for Appointment to**

**Town Boards/Committees/Commissions**

Individuals interested in being considered for appointment must complete this Citizen Volunteer Form. The only exception is for nominees from a home Committee to serve as representatives on a second Committee. If however, the chosen nominee is not on the home Committee but is a community member selected by them, then a Citizen Volunteer Form is required.

I am requesting to be appointed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

How long have you lived in the Town of Buckland?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to serve on this committee/board/commission because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have the following training, experience, and/or qualifications:

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I have served on the following committee/board/commission in the past:

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If there are no openings on a citizen's Committee(s) of your choice this Citizen Volunteer Form will be held on file for two years for consideration.

It is the goal of the Selectboard to appoint qualified and interested residents who are broadly representative of the Town. Selections are based on current Committee composition, qualifications, experience, recommendations, available space and on attendance record and previous performance, if applicable.

Committees shall be given copies of Citizen Volunteer Forms submitted by applicants for vacancies and shall normally be given a reasonable time to consider those applications so that Committee members may, if they so choose, make comments or recommendations.

The general policy is to appoint an individual to no more than one permanent Committee at a time.

All applicants, if appointed, will receive written notification of appointment and must be sworn in by the Town Clerk prior to attending a Committee meeting as an official member. The Town Clerk will provide information on required certificates. All appointees must complete Conflict of Interest Training online, sign Receipt of Conflict of Interest Law Materials and sign Receipt of Open Meeting Law Materials within first month of appointment as required by the state. For information on the Conflict of Interest Statute as it applies to Committee appointees – see M.G.L. Chapter 268A, see also the State Ethics Commission Website: <http://www.mass.gov/ethics>.

*Please submit form to the Town Administrator or The Town Clerk.*