

## **Appointed Boards and Commissions**

Citizen boards and commissions are established to assist the City Council in its efforts to meet the needs of the community. By serving on one of these bodies, residents have an opportunity to join with local government and staff to ensure that the needs of Indianola citizens are served.

## **Selection and Appointment to Boards/Commissions**

The City's Code of Ordinances and policies dictate the appointment process. Selection criteria varies depending upon the purpose, mission and requirements of each body. The following characteristics, however, are common to all board or commission members:

- An interest in the board's/commission's area of concern.
- The ability and willingness to work.
- The ability to work with other people in a tactful and cooperative manner.
- The time to carry out the board's/commission's duties and responsibilities.
- A community point of view.

### **Qualifications:**

- What are your skills, work, and volunteer experiences?
- What is your education or training?
- Have you received awards and/or honors?
- Do you have the time needed to commit to the board?

Interested citizens should complete a volunteer application form and submit it along with a resume and cover letter. By submitting an application, you acknowledge that your qualifications may be discussed in a public meeting.

### **Factors that may be consider when recommending appointments include:**

- What is the current gender balance of the board/commission?
- What areas of town are currently represented by the board/commission? Will all areas have representation?
- Are there too many members with similar occupations; should other occupations be represented?
- Are there potential conflicts of interests if a certain candidate were chosen to serve?
- What expertise and/or experience does the candidate bring to the board/commission?
- Does the candidate serve on more than one board/commission?
- How long has the person served on the board/commission?
- If they are currently serving on a board/commission how effective have they been in serving on the board/commission?
- If they are currently serving on a board/commission, has their attendance been acceptable?
- Only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time.
- City employees may serve as members on City boards and commissions that are established by ordinance. However, City employees shall not serve on boards/commissions that govern their respective departments. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve City employees when potential conflicts of interest may be present.



# City Clerk's Office

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov  
515-961-9410 phone • 515.961.9402 fax

## Volunteer Application Form to Serve on a City Board or Commission

There are numerous Boards and Commissions to advise the City Council. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interested citizens. This form assists the City Council in evaluating the qualifications of applicants for appointment to a board, commission or committee. State law requires political subdivisions to make a good faith effort to balance appointive boards, commissions, committees, and councils authorized by the Code of Iowa according to gender by January 1, 2012, and each year thereafter. When terms have expired or vacancies occur, appointments are made during regular City Council meetings that take place on the first and third Monday. The applicant's qualifications may be discussed during the public meeting.

*To be considered, individuals must complete and submit this form along with a resume and cover letter that includes a listing of work experience and civic involvement to the City Clerk's office via email to [CityClerk@indianolaiowa.gov](mailto:CityClerk@indianolaiowa.gov) or by mail at 110 N 1st Street, Indianola, IA 50125.*

\*Citizens applying for a position must live within City limits unless applying for the Downtown Square Commission, IMU Board of Trustees, Human Relations Commission, Hometown Pride or Sustainability Committees.

### Personal Information

|   |                 |                             |  |
|---|-----------------|-----------------------------|--|
| Name:   |                 | Today's Date:               |  |
| Street Address:   |                 |                             |  |
| City, State, Zip:   |                 | Years Resided in Indianola: |  |
| Email:  |                 |                             |  |
| Home Phone:   | Cell Phone:     | Work Phone:                 |  |
| Occupation:   |                 |                             |  |
| Gender:   | Age (Optional): | Race (Optional):            |  |
| Have you previously volunteered on a City Board, here or elsewhere? |                 |                             |  |
| Board Name:   | Years Served:   | City:                       |  |
| Application for (Name of Board/Commission or Committee):            |                 |                             |  |
| Why do you want to serve on this Board/Commission or Committee?     |                 |                             |  |
| What will you contribute to this Board/Commission or Committee?     |                 |                             |  |

Please attach additional pages if necessary.

# Boards, Commissions and Committees

- Board of Adjustment/Appeals** meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. The City Council appoint this Commission.
- Bravo** is comprised of local governments to provide funding and leadership to the arts, culture and heritage community. One Indianola resident can serve on the Board of Directors of Bravo under the intergovernmental agreement between the City of Indianola and Bravo.
- Civil Service Commission** meets on-call. The Commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The Commission consists of three members that serve 4- year terms.
- Downtown Square Commission** consists of property owners, business owners and residents in the Downtown Square area. This Commission is responsible for recommending sidewalk and street use permits, street closure permits and reviewing façade grant applications. The Commission consists of 9 members who serve 3-year terms. The City Council appoint commission members.
- Hometown Pride Committee** meets once a month. The Committee's mission is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. The board consists of 11 members who serve 2-year terms.
- Human Relations Commission** fosters the use of the procedures and programs of the Iowa Civil Rights Commission and increases awareness, understanding and appreciation of diversity, equity and inclusion within the community. The Commission consists of 7 members who serve 3-year terms.
- IMU Board of Trustees** meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
- Indianola Public Arts Commission** is comprised of 7 residents who shall encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. They meet on the 4<sup>th</sup> Thursday of the month.
- Indianola Wellness Campus Board of Trustees** consists of 7 members appointed by the Mayor. This board adopts rules, policies and regulations governing the use of the facility to foster recreational and wellness activities for the community. They meet monthly at the campus.
- Library Board of Trustees** meets the second Tuesday of the month at 5:30 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The Board consists of seven members serving 6-year terms.
- Park and Recreation Commission** meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
- Planning and Zoning Commission** meets the second and fourth Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. The City Council appoint this Commission.
- Sustainability Committee** educates, informs, and encourages clean, renewable energy, conserving resources, reducing waste, encouraging recycling and promoting access to nature. The Committee meets the first Thursday of the month at 5:00 p.m.. The City Council appoints committee members.
- Veterans Memorial Aquatic Center Commission** meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.