

## Matteson Commission/Committee Application

The Village of Matteson is looking to develop a pool of Commission/Committee Applications. The work performed by the volunteer Commissions and Committees, appointed by the Village President, is an important part of effective local government. Naturally, it is equally important that these Commissions are comprised of qualified individuals interested in contributing time and energy toward making Matteson the best it can be.

For individuals that are interested in serving on the various Commissions/Committees of the Village, we have included descriptions of each of the Commissions/Committees below. Please review each Commission/Committee to determine where your interest(s) lie. Then, complete this application form and remit it to the Village of Matteson, Attn: Village Presidents Office, 4900 Village Commons, Matteson, Illinois 60443. This will provide the Village President and Board of Trustees valuable information necessary to assist them in locating the most qualified candidates for appointments to be made. If there isn't a vacancy on your Commission(s) of interest, we will keep your application on file for reference, when vacancies do occur.

Please indicate all Commissions in which you might have an interest in serving:

- [ ] **PLAN COMMISSION** - This Commission is responsible for reviewing all development plans within the Village. This includes subdivisions of land, site planning for non-residential development, and rezoning. The Plan Commission meets on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Thursday of the month.
- [ ] **FIRE AND POLICE COMMISSION** - The Fire & Police Commission is mandated by Illinois State Statute and is responsible for overseeing the testing process necessary to hire and promote sworn personnel in the Fire and Police Departments. The Commission is also responsible for the disciplinary process involving those employees. Commissioners hold three-year terms and attend monthly evening meetings, held second (2<sup>nd</sup>) Tuesday of the month at 7:30 p.m.
- [ ] **ECONOMIC DEVELOPMENT COMMISSION** - The purpose of this Commission is to structure sound economic development programs, and to advise the staff on appropriate means of attracting prospective employers considering expansion or location in the Matteson area. This Commission meets every third (3<sup>rd</sup>) Tuesday of every other month at 10:00AM.
- [ ] **PARKS AND RECREATION COMMISSION** - The purpose of this Commission is to serve as the liaison for the citizens of the community to the administration of the Parks and Recreation Department by attending monthly meetings and reviewing various issues related to the department and/or concerns of the citizens. The seven (7) member Board selected to represent the six (6) parks within the Village and one individual is selected for Special Projects. The Commission meets at the Community Center on the fourth (4<sup>th</sup>) Tuesday of the month at 7:00 p.m.
- [ ] **COMMUNITY RELATIONS COMMISSION** - This Commission is broken down into two groups:
  - [ ] ***Housing and Human Relations Commission*** - This Commission is responsible for assisting the Village in pursuing its long-term objectives of racial diversity, stable integration and fair housing for all. The Commission researches and studies housing programs that will achieve these objectives, recommends ways to foster and encourage positive human relations among and between all residents, and administers responsibilities under the present Fair Housing Ordinance. The Commission consists of residents and others with knowledge in areas such as real estate, mortgage financing, the law or fair housing issues. This Commission meets the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Thursday of the month at 7:30 p.m., and may be required to do special presentations at other times.
  - [ ] ***Matteson Special Events Committee*** - This Committee would be an appointed Standing Committee of citizens responsible for assisting in the creation, organization, staffing, and managing of community events sponsored by or participated in by the Village. This Committee meets every second (2<sup>nd</sup>) Tuesday of the month at 7:00 p.m.

Commissioner Application  
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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Years at this Employer \_\_\_\_\_

Previous Employer \_\_\_\_\_ Years at this Employer \_\_\_\_\_

Number of Years you have lived in the Village of Matteson \_\_\_\_\_ In area \_\_\_\_\_

Highest Level of Education \_\_\_\_\_

Clubs, Organizations, Awards & Honors \_\_\_\_\_

Have you ever served on a government board, committee or commission in Matteson or elsewhere? \_\_\_\_\_

If yes, please describe the position held: \_\_\_\_\_

\_\_\_\_\_  
Please state what you feel you can contribute to the commission or committee for which you are applying (Use separate sheet if necessary)

\_\_\_\_\_  
Please indicate areas of interest or particular topics and concerns relating to the Village that have prompted you to be interested in appointment to a position on a commission or committee.

\_\_\_\_\_  
Please attach a copy of your resume. If a resume is not available, please summarize your work experience and any special skills and qualifications you have relating to the commission or committee for which you are applying.

\_\_\_\_\_  
Please remit a completed application to:                      Office of the Village President  
   Village of Matteson  
   4900 Village Commons  
   Matteson, IL 60443

We greatly appreciate your interest in an appointment to one of our Commissions or Committees. Should an opening arise on the committee or commission for which you have applied and your qualifications and interests meet the criteria set forth in the selection process you will be contacted to proceed in the selection process.

Andrè B. Ashmore, Village President