

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:

- [] **Community Relations Commission** – The primary purpose of this Commission is to improve relations/communication between the Village organization and the community at-large. This communication will serve as an educational arm of the community with a goal of enhanced communication to its Homeowners Associations, Churches and Schools while acting as the liaison to the Village Administration. This Commission meets as needed.
- [] **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. The day, time and location of this Commissions meetings are yet to be determined.
- [] **Fire & 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. This Commission holds its meetings on the second (2nd) Tuesday of the month at 7:30 p.m.
- [] **Park & 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. This Commission has seven (7) members and meets at the Community Center on the fourth (4th) Wednesday of the month at 7:00 p.m.
- [] **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 (1st) and third (3rd) Thursday of the month.

Name _____ Date: _____

Address _____

Telephone # (home) _____ (Work) _____ (Cell) _____

E-mail address _____

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 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.

Sheila Y. Chalmers-Currin, Village President