

## How can I serve on a City Board, Committee or Commission?

1. **Look at the Board & Commission Handbook.** Be sure that what you're getting involved in is something that interests you. The Handbook describes the authority for each board, committee & commission, the terms of members, and when they meet. Look over the Handbook and make sure you meet the qualifications and that you can meet the time commitment.

Ideal candidates for appointment have:

- The necessary expertise to accomplish the board, committee or commission's objectives.
- A reputation for integrity and community service.
- An interest or experience in the board's area of service.
- Sufficient time available to prepare for and attend meetings.

As a member of a board, committee or commission, you will be expected to:

- Be on time for meetings.
- Be familiar with the issues: Review background information, the agenda and previous minutes before each meeting.
- Participate in discussions and work assignments.
- Be courteous to each other and to members of the public.
- Be open and responsive to questions and concerns.

In addition, certain boards, committees or commissions may require you to:

- File a statement of economic interest (Conflict of Interest form)
- Abide by the rules of ethics for public employees in the State of Michigan
- Attend training as required by law.

Board, committee, or commission members who are not required by law to attend training are still encouraged to attend training events and participate in professional development activities. The City of Clare provides mileage reimbursement and has set aside funds to finance learning opportunities for board, committee and commission members, to attend educational events and activities which directly relate to municipal operations and/or community development.