



The City of Duluth relies on its citizens and business community to provide insight and knowledge through service on various Boards and commissions based on their areas of expertise and interest. Members of Boards and Commissions with designated departmental staff to assist with policy development and meeting goals of the city. This questionnaire has been developed to assist the City Manager and the Mayor and Council in the review process of applications to determine if all eligibility requirements and qualifications for the Board and/or Commission are met.

**Questions to consider before applying for position on a Board or Commission**

- Am I committed to the goals of the city?
- Can I afford the demands on my time, resources, and energy?
- Will I attend the meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings as required?
- What is my real motivation for accepting membership on the Board or Commission?
- Will I be there to help when controversy arises?

**All meetings and minutes of Boards and Commissions are subject to the Open Records Act or the Open Meetings Act. Although not a prerequisite, prior service on a specific committee (Budget) or through a city sponsored program (Citizens Police, LEAD) or participation in other community volunteer groups would be advantageous.**

**APPLICANT INFORMATION**

**The following information will be verified through the City Clerk's Office.**

Applicant Name:

Physical Home Address:

I live within the city limits of Duluth. Yes      No

**OR**

I own a business within the city limits? Yes      No      Name of Business:

Daytime Phone:      Evening Phone

Email:      Occupation:

Are you current with all of your financial obligations (property taxes, permit fees, etc.) to the city? Yes      No

Have you recently attended a meeting for the board you are asking to serve on? If so, when?

Are you willing and available to attend training sessions on-site or off-site if provided by the city? Yes      No

Do you have any occupational or contractual relationships with the City of Duluth that would create a conflict with regard to your participation on a Board or Commission? Yes      No      If yes, please explain:

Do you currently volunteer or have any interest in volunteering with city sponsored events? Yes      No

Have you ever contributed financially or offered in-kind services to a candidate running for Mayor or Council for the City of Duluth? If yes, please explain:

Briefly explain your reasons for wishing to serve on the Board or Commission you select. Provide a brief personal history, including education, occupation, previous civic, community, or other service involvement which would help the appointing authority make an informed decision about your candidacy. You may also attach a recent resume to this application. What goals and objectives would you seek to achieve if appointed?

Please list the names of the Boards or Commissions that most interests you.

*List of Current Boards and Commissions*

Detailed information on each of the listed Boards and Commissions can be found online [here](#).

Alcohol Review Board Information	Core Preservation District-Residential (CPD-R)
Downtown Development Authority (DDA)	Duluth Public Art Commission (DPAC)
Ethics Board Information	Finance Committee
Veterans Committee	Municipal Court Judges
Municipal Court Solicitors	Parks and Recreation Advisory Board
Planning Commission	Special Local Option Sales Tax (SPLOST)
Urban Redevelopment Agency	Zoning Board of Appeals

**Applicant Statement:** I understand that I am applying for an appointment to a Board or Commission for the City of Duluth; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City of Duluth Code of Ordinances; that I will be required to meet the attendance and training requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of twelve months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge. I have read the [City of Duluth's Code of Ethics Ordinance](#) and agree to follow all guidelines.

\_\_\_\_\_  
Signature (Type name if submitted electronically)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please e-mail application to [Volunteer@duluthga.net](mailto:Volunteer@duluthga.net) or fax to 770-497-5318. If you have any questions please call June Sizemore at 678-475-3511.