

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Ave., Palmer, AK 99645
Phone: 907- 861-8683 Fax: 907-861-7845

BOARD, COMMISSION, AND COMMITTEE APPLICATION PROCESS

- OVERVIEW:** The Borough welcomes all residents to apply for service on a board, commission, or committee. Serving on a board takes time and commitment, although each board has varying levels of demands and functions.
- Applications are accepted anytime, even if the desired vacancy occurs in the future. Once submitted, your application will be kept on file for six months from the date of submission.
- QUALIFICATIONS:** Borough boards, commissions, and committees are governed by MSB Title 4, unless otherwise provided by ordinance. Each board member shall be a registered voter of the Borough, unless otherwise established in board code. If you are applying for a position limited to a specific geographic area, you must also be a resident of that area.
- APPLICATION:** Before completing the application, please familiarize yourself with board qualifications at [Matanuska-Susitna Borough Code \(codepublishing.com\)](http://codepublishing.com), select Title 4, open +, scroll through until you find the board you are interested in applying for. Review vacancies available at the *Vacancy Report* www.matsu.gov/boards.
- You must complete all information requested on the application. The board name and position you are seeking must be provided. The information is used to determine membership qualification.
- Your application is a public record.***
- Failure to complete all information requested on the application may result in processing delays.
- APPOINTMENT:** The Mayor makes recommendations and the Assembly confirms or denies the recommendations.
- Completed applications may be emailed to jamie.jokhy@matsu.gov, delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Ave, Palmer AK 99645, or faxed to 907-861-7845.
- QUESTIONS:** If you have questions about the application process, please call the Borough Clerk's Office at 907-861-8675. Thank you for your interest in serving.

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DATE RECEIVED:

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly which board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsu.gov or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information provided in this document is a public record.

Board and position for which I am applying: _____

(For example, Board of Equalization, Member 3)

Applicant Name: _____

Residence Address: _____

Mailing Address: _____

Home/Cell phone: _____ Work phone: _____ Email: _____

Name and Address of Employer: _____

Can you regularly attend meetings? Yes No *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from more than three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes No If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes No If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: _____

Briefly explain why you are interested in serving on the board in which you are applying:

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Applicant Name: _____

List three professional or personal references:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? _____NO _____YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
_____NO _____YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: _____ **Date:** _____

PLEASE SIGN APPLICATION

Office Use Only: Precinct: _____ Assembly District: _____ Service Area: _____

Position on Board: _____ Term Ends: _____

Residence Checked: YES ☐ Map Checked: YES ☐ Code Checked: 1st ☐ 2nd ☐