

I AM INTERESTED IN SERVING ON THE FOLLOWING TASK FORCE:

Please check the appropriate boxes. If applying for more than one Task Force, please rank your preference by number using No. 1 as your first choice.

Communications/Information Technology (IT) Task Force

Americans with Disabilities Act (ADA)/Electronic Information Resource (EIR) Task Force

- What is your occupation or area of expertise?

- Work experience applicable to the City Task Force to which you are applying.

- Have you attended a City Council meeting before? Yes No

- Have you recently attended a Board or Commission meeting?
Yes No

- Do you have knowledge/training regarding the applied for Task Force?
Yes No If yes, please list:

- List any experience that qualifies you to serve in the positions indicated.

- Do you have working knowledge in any of the following areas? Please check all that apply.

<input type="checkbox"/>	<u>Real Estate/Development</u>	<input type="checkbox"/>	<u>Banking/Finance</u>
<input type="checkbox"/>	<u>Manufacturing/Industrial Operations</u>	<input type="checkbox"/>	<u>Real Estate Management</u>
<input type="checkbox"/>	<u>Business Development</u>	<input type="checkbox"/>	<u>Communications/Marketing</u>
<input type="checkbox"/>	<u>Law/Contract Administration</u>	<input type="checkbox"/>	<u>Business Management</u>
<input type="checkbox"/>	<u>Building/Construction</u>	<input type="checkbox"/>	<u>Other: _____</u>

- Do you currently serve on any other City Board or Commission at this time? If so, which Board or Commission?

- Do you have any business or personal relationship with the City of Hutto that would affect your ability to have impartial judgment in City matters? Attach separate page, if necessary.

Yes No If yes, explain.

- What type of services do you feel the Task Force to which you have applied has brought/ will bring to the community? Attach separate page if necessary.

- List any civic or community activities in which you have been involved.

- What is your Volunteer Experience?

I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Hutto, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that of the statements included in my application and attached addendum, if any, are true and correct. I hereby affirm I am aware of the requirements of the position and certify that I meet those requirements.

Applicant Signature _____ Date _____

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated.

Submit applications: City of Hutto
Attn: Stacy Schmitt, Interim City Secretary
500 W. Live Oak Street Hutto, TX 78634
(512) 759-4839 Office

stacy.schmitt@huttotx.gov



The submittal and execution of the following Responsibilities of Task Force Members is a requirement of the application process.

Responsibilities of Task Force Members

To be selected as a City task force member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary widely with the purpose for which they are formed, there are certain responsibilities common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the task force scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your task force. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
5. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendations.
6. Participate in continuing education opportunities offered by the City or related affiliate organizations.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any task force. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
9. Council appointments to task forces are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

I acknowledge I have read the responsibilities and work on the community's behalf to uphold them.

Signature _____

Date _____