TOWN OF BERLIN --- VOLUNTEER APPLICATION FORM

- Submit completed forms & any associated documents to the Berlin Select Board's Office: **EMAIL preferred** selectmen@townofberlin.com or US Mail: Berlin Select Board, 23 Linden St. Box #6, Berlin, MA 01503, or place in an envelope marked "Volunteer Application" and drop the envelope into the locked green drop box in the front lobby of the Town Office building at 23 Linden Street.
- Your application/resume will be forwarded to the correct Appointing Authority for a *vote* of a quorum of the host board/committee as to whether or appoint or recommend appointment of an applicant.
- Individuals are NOT officially appointed unless/until all are satisfied: Appointment by appropriate Town entity, administration of the oath of office by the Berlin Town Clerk's Office, completion of the Massachusetts Ethics Law certification process, acknowledgement of receipt of the Massachusetts Open Meeting Law, submission of a completed Berlin Code of Conduct Form to the Town Administrator's Office.
- *Before submitting a Volunteer Application Form*, it is ***strongly recommended*** that any prospective applicant:
  - *ATTEND meetings of the Board/Committee of interest, read about the Committee's work both on www.TownOfBerlin.com and read meeting minutes posted on www.MyTownGovernment.org/01503*
  - *COMMUNICATE with the* Chairs/Members of the various Boards/Committees to understand what membership entails in terms of time commitments, meeting schedules, and desired expertise.

Name: _____ Date: _____

Address: _____ Home Tel: _____

E-mail address: _____ Work/Cell Tel: _____

I am interested in serving the Town in the following position(s): *(Check appropriate position(s))*

☐	Agriculture Commission SB appointment	☐	Energy Committee SB appointment
☐	Cable Access Committee SB appointment	☐	Finance Committee (Appt. by Town Moderator)
☐	Cable Advisory Committee SB appointment	☐	Historical Commission SB appointment
☐	Capital Planning Comm. Appointed by Moderator (1), Planning Board (1), Finance Comm (1) and Selectmen (2)	☐	Housing Partnership SB appointment
☐	Community Preservation Act Committee (CPAC) *various appointing authorities for different seats – see CPAC webpage for details*	☐	Insurance (Health) Advisory Comm.
☐	Conservation Commission SB appointment	☐	Library – Library Director
☐	Council on Aging (COA) SB appointment ✺	☐	Personnel Committee SB appointment
☐	Council on Aging - Volunteer/Meals Wagon – *COA* ✺	☐	Recreation Committee SB appointment ✺
☐	Cultural Council SB appointment	☐	Registrar of Voters (Appt. by Town Clerk; Confirmed by Selectmen)
☐	Earthwork Advisory Committee SB appointment	☐	Traffic Safety Advisory Committee
☐	Economic Develop. Comm. Planning Board	☐	Zoning Board of Appeals (SB for both Regular & Associate members)
☐	Election Worker (Appt. by Town Clerk; Confirmed by SB)	☐	Other:

✺ Subject to Town of Berlin CORI Policy - see https://www.townofberlin.com/personnel-committee/pages/documents

Occupation: _____ Education: _____

Please provide a brief biography & qualifications to serve in the requested role including specific training/experience/interest you may have in the field (if no expertise, that's OK too!): _____

_____

Applicant Signature: _____ Resume attached? (Y/N) ____

Thank you for expressing an interest in serving <u>your</u> town! (ver. 5/20/2021)