Rc'd _____
mtg _____
apptd _____
Reapptd _____
Resigned _____
CLF expires _____

TOWNSHIP OF WEST MILFORD
CITIZEN LEADERSHIP FORM

Please complete this form if you are interested in being appointed to any West Milford board, committee or commission.

Upon completion, this form must be placed on file in the Office of the Clerk.

Mail To: Attention: Judy Kehr
Township of West Milford
Office of the Township Clerk
1480 Union Valley Road
West Milford, NJ 07480

Fax To: 973-728-2704

Email To: clerksoffice1@westmilford.org

Questions: 973-728-7000

PLEASE PRINT CLEARLY

First Name ***Middle Initial*** ***Last Name***

I hereby apply to perform public service on the following West Milford boards, committees or commissions listed below:

-
-
-
-

Please list below any education, prior volunteer experience, work related experience, or other civic involvement that could be of use to the boards, committees, or commissions that you listed above: (use additional sheet if necessary)

PLEASE PRINT CLEARLY

Personal Information Not Subject to Public Disclosure*

Primary Phone Number :

Address of Residence :

City : ***State, Zip :***

Email Address :

****The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L. 1963, c.73 (C.47:1A-1 et seq.) and P.L. 2001, c. 404 (C.47:1A-5 et al.).***

PLEASE READ BELOW and fill out the Citizen Leadership Form. Submit form to the Clerk's Office. Thank You.

TO MEMBERS & PROSPECTIVE MEMBERS OF TOWNSHIP BOARDS, COMMITTEES, AND/OR COMMISSIONS

Volunteers are among the Township's most valuable assets. Their contributions of time, resources and commitment are critical to the success of an efficiently functioning municipal government. They work across all sectors of service including emergency services, arts and culture, heritage, environment, sports and recreation, education, animal welfare and a myriad of social services. Their work is reflected in the success of the many commissions, boards and committees established by the Mayor and Council.

The Mayor & Township Council of the Township of West Milford hereby wishes to express appreciation for your service on our boards, committees and commissions (hereafter referenced as "Board"). The Township is very fortunate that our government can have diverse layers because of such service. These layers allow us to provide quality services to our residents, keep abreast of current issues that may affect the direction of local government and foster the community spirit that is unique to West Milford.

Your service is greatly appreciated and yet, as you know, it is important that each of us hold ourselves accountable to the rules & regulations that guide our public service. Therefore, this memorandum shall also serve to help guide you in the process.

1. Each appointee shall respect the appointment process and the appointments made by elected officials.
2. Each appointee shall become familiar with the meeting schedule for the respective board.
3. Each appointee shall ensure, before accepting such appointment, that he/she can generally attend the meetings of the board.
4. Each member shall understand the purpose of their board and shall not seek to supersede the role of the Governing Body. Members shall recognize and respect that board recommendations may not always receive the endorsement of the governing body and/or administration.
5. Each member shall recognize that no individual member of a Board may act on behalf of the Board, regardless of one's position on said Board. The vote of the majority shall guide the actions of the Board. Each member shall respect the rights and suggestions of fellow board members.
6. Each appointee shall conduct him/herself in a manner which does not infringe upon another's rights.
7. Each board shall appoint a chairperson (hereafter referenced as "Chair") from among their members.
8. The Chair of each board shall, in addition to responsibilities specific to his/her board, be responsible for the following:
    a. Ensuring that the Clerk's office is notified of all scheduled meetings and/or cancellations.
    b. Ensuring that minutes of the board are approved and filed in the office of the Township Clerk as soon as possible after their approval by the board. The Clerk shall then ensure that those minutes are distributed to the Governing Body. The Governing Body respectfully requests that all minutes be produced and approved within two months.
    c. Maintain attendance records for members of the body. The Chair must notify the appointing authority through the Township Clerk if any member is absent for three consecutive meetings or is absent for six or more meetings in a calendar year. If the absences are excused absences, the Chair should so advise the appointing authority

and make a recommendation as to whether or not the member in question should be removed.

d. Ensure that all requests from the Governing Body are properly addressed and information asked for is provided to the Township Clerk or Township Administrator for distribution to the Governing Body.

9. If the board has information, advice or recommendations to convey to the Governing Body, such information should be submitted to the Township Clerk for distribution to the elected officials. No board member shall attend a Council meeting without advance notice or invitation to discuss matters related to the board. Official business of the board will be communicated to the Governing Body by virtue of the minutes or written communications distributed through the office of the Township Clerk.

10. Appointees to Township boards, committees or commissions are not at liberty to express individual opinions under the guise of his or her position on any such municipal body.

11. Neither the board nor any member thereof shall have the authority to incur any obligation in the name or account of the Township of West Milford except as may be expressly authorized by the Governing Body and/or the Township Administrator.