



## NEWS RELEASE

The Governing Body is considering re-establishing an  
**INSURANCE COMMITTEE**

If you have any interest in serving on this committee,  
please complete a  
**Citizen Leadership Form**  
and submit it to the  
Township Clerk's Office

For your convenience, the Citizen Leadership Form is available  
below.



## TOWNSHIP OF WEST MILFORD CITIZEN LEADERSHIP FORM



Please complete this form if you are interested in being appointed to any West Milford authority, 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**

<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>
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I, hereby apply to perform public service on the following West Milford authority, board, committee or commission listed below:

- |   |   |
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| • | • |

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

**PLEASE PRINT CLEARLY**

**Personal Information Not Subject to Public Disclosure\***

<i>Primary Phone Number</i>	
<i>Address of Residence</i>	
<i>City</i>	<i>State, Zip</i>
<i>Email Address</i>	

\*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.).

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

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 become familiar with the meeting schedule for the respective board.
2. Each appointee shall ensure, before accepting such appointment, that he/she can generally attend the meetings of the board.
3. Each member shall understand the purpose of their body and shall not seek to supersede the role of the Governing Body.
4. Each board, committee or commission shall appoint a chairperson from among their members.
5. The Chair 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 body are 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.
  - 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.
6. 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.
7. 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.