That WHEREAS, the Charter Change Committee of the City Council has been reviewing the process by which the City appoints individuals to its various commissions and boards; and

WHEREAS, the City is committed in efforts to ensure diverse and equitable representation on the City’s commissions and boards; and

WHEREAS, in reviewing the process, the Committee became aware that many people in Burlington are not aware of the existence and nature of all of the available roles on the City’s boards and commissions; and

WHEREAS, the Committee also learned that individuals who apply for positions report that they have not always received prompt or appropriate notice concerning the outcome of their application; and

WHEREAS, the Committee recommends that the City improve this process;

NOW, THEREFORE, BE IT RESOLVED that the Chief Administrative Officer:

1. will obtain from each of the city’s commissions and boards a job description for membership on that commission or board; and
2. following review by the appropriate department head and the City Attorney, will provide that job description to each person who requests information about an opening on that board or commission; and
3. will work with the Public Engagement Specialist to disseminate information concerning each opening on a City commission or board, including a brief summary of the duties in the job description, in a manner designed to inform the greatest number of people of the opening, including but not limited to disseminating the information to all Front Porch Fora, all Neighborhood Planning Assemblies, the North Avenue News, and local human service organizations, in addition to the usual outlets; and
4. will set up a system to ensure that each person who has applied for an opening receives prompt notification of the outcome of their application.

lb/EBlackwood/Resolutions 2014/Commission & Board Appointments – Job Descriptions and Notification (per Charter Change Com.)

3/26/14