



Boards & Commissions

MAKE A DIFFERENCE IN YOUR COMMUNITY!

Wanted!

We are looking for energetic and enthusiastic individuals to serve on our boards and commissions. These individuals should have the ability to make decisions, work as part of a team, and want to guide the future of our community. Board members and commissioners help to advise the Owosso City Council on decisions related to specific areas of interest and most require only a few hours of service a month.

Interested?

Please review the enclosed functions and meeting schedules of our boards and commissions, then complete and return the enclosed application.

The value and importance of citizen participation cannot be measured. Your interest in volunteering with the City of Owosso is greatly appreciated.



Board of Review

Meetings:

This board meets for an organizational meeting on the Tuesday following the first Monday in March. They meet again the second Monday and Tuesday in March, these meetings last six hours with a minimum of three hours being held after 6:00 p.m. The Board also meets on the Tuesday following the third Monday in July and on the Tuesday following the second Monday in December. The July and December meetings last 1-2 hours.

Requirements:

The Board of Review is composed of five members who have the qualifications for holding elective offices and who are freeholders of property assessed for taxes in the city. The members serve five year terms and shall be appointed by the Mayor and subject to confirmation by the council.

General Responsibilities:

Members review the assessment roll on behalf of City of Owosso residents and property owners and hear taxpayer appeals.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in banking, finance, property appraisal, accessing, real estate, or development law.

Downtown Historic District Commission

Meetings:

3rd Wednesday of each month at 6 p.m.

Requirements:

The HDC board is comprised of seven members, who are city residents and use the Secretary of the Interiors Guidelines to review permits for work.

General Responsibilities:

The Downtown Historic District Commission is responsible for reviewing all applications for exterior work that is completed within the Downtown Historic District Commission boundaries.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in historic preservation, architecture, or building construction.

Building Board of Appeals

Meetings:

4th Tuesday of each month at 9:30 a.m., when there are appeals to consider.

Requirements:

The Building Board of Appeals consists of five individuals with qualifications and experience in several building trades and serve three year terms.

General Responsibilities:

The purpose of the Building Board of Appeals is to decide matters purely on their technical merits with due regard for state-of-the-art construction technology.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, building construction or engineering.

Local Development Finance Authority Brownfield Redevelopment Authority

Meetings:

This commission does not have any current projects

Requirements:

This body is comprised of nine members

General Responsibilities:

The purpose of the Brownfield Redevelopment Authority is to redevelop contaminated and obsolete sites within the city. Members also serve on the local development finance authority which was created with the intention of eliminating the causes of unemployment, underemployment, and joblessness by promoting and overseeing programs which create economic growth and development.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in real estate, finance, economic development, public health, environment, or land use planning.



Owosso Historical Commission

Meetings:

2nd Monday of each month at 6 p.m.

Requirements:

Members are appointed by the city council. Membership consists of one member from the council and ten members appointed for three-year terms. No member shall be appointed to the historical commission for more than two successive terms unless one year has elapsed after his or her second term expires.

General Responsibilities:

The purpose of the historical commission is to recognize, preserve and bring public attention to the city's historical treasures. The historical commission is responsible for the permanent perpetuation and use of Curwood Castle and nearby historic buildings.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, building construction, engineering, or historic preservation.

Zoning Board of Appeals

Meetings:

3rd Tuesday of each month at 9:30 a.m.

Requirements:

This body is comprised of five members who serve three year terms and two alternates of the city electorate.

General Responsibilities:

The Zoning Board of Appeals is responsible for overseeing interpretations of the zoning code, appeals of decisions by staff, the planning commission, and city council, as well as variances

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, building construction, engineering, land use planning, real estate, or development law.

Planning Commission

Meetings:

4th Monday of each month at 6:30 p.m.

Requirements:

The Planning Commission consists of nine city residents who serve three year terms.

General Responsibilities:

The purpose of the Planning Commission is to perform zoning and planning services for the community. This includes the zoning of property, site plan reviews, long range planning, appeals, interpretations, and variances.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in architecture, landscape architecture, building construction, civil engineering, land use planning, or real estate development.

Parks and Recreation Commission

Meetings:

4th Wednesday of each month at 7 p.m.

Requirements:

The members of the Parks and Recreation Commission shall consist of seven members appointed by the mayor and approved by the council. Members serve terms of two years, at which time they may be reappointed.

General Responsibilities:

The purpose of the Parks and Recreation Commission is to provide quality park and recreation opportunities based upon cost, efficiency and community need. Commissioner's help to identifying recreation needs of residents and visitors, encourage community involvement, and report to Council on the status of the parks and recreation activities.

Preferred Qualifications:

Members should have an interest in or demonstrated experience in marketing, public relations, fitness/recreation, forestry, land use planning, landscape architecture, physical education, or public administration



POSITION DESCRIPTIONS

***OMS Board Authority Member
Job Description***

COMMITTEE: OMS Board

SUPERVISOR: OMS Board Chairman

JOB TITLE: OMS Board Member

TERM: Four Year

Description

Collectively, the Board of Directors assumes legal and philosophical responsibility, and establishes policy, for all activities of the Main Street Program. Board members provide leadership for the program, raise operating and capital funds, participate in committee assignments, and serve as advocates of downtown revitalization. Board members represent the larger view of why downtown revitalization is crucial for the entire community. Board members should demonstrate interest in the Main Street Program's purpose and goals, and have specific experience in or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design, or economic development.

Duties

An OMS Board Authority Member is responsible for:

- 1.)** Attend a half-day Board Member Orientation.
- 2.)** Attend the monthly Board of Directors meetings, missing no more than two meetings per year.
- 3.)** Serve on a Committee and attend Committee meetings.
- 4.)** Oversee planning and fiscal control for the Main Street Program and Program.
- 5.)** Ensure that objectives and activities are consistent with the Program's goals and objectives.
- 6.)** Review Program plans and budget, and evaluate Program effectiveness.
- 7.)** Advocate for the Main Street Program.
- 8.)** Ability and willingness to raise monies for operation of the program.
- 9.)** Attend state Main Street events such as leadership meetings, awards programs and/or conferences.

Qualifications

Commitment to the Owosso Main Street Program and the National Main Street Program, effective leadership and management skills, ability to work with a wide variety of people, a basic understanding of volunteer recruitment and management, team building, and meeting management skills.

Time Commitment

Each OMS Board Authority Member should be willing to commit 4 - 10 hours per month, excluding meetings.



Boards and Commissions Application

Please return your completed application to the City Clerk's office at 301 E. Main St, Owosso, MI 48867.

Application for appointment to: _____
Name of board(s) or commission(s)

Name:

Email:

Phone:

Address:

City:

State:

Zip:

Why do you wish to serve on this board or commission?

Briefly describe community activities you have been involved in:

Briefly describe the skills and experience you would bring to this position?

What is your education and training background?

What is your job experience?

Important Public Records Information

All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at (989) 725-0500 if you have questions or concerns about the disclosure of specific information.

Truth and Accuracy

I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature

Date