



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:

The Authority meets on Thursdays at 8:00 a.m. approximately once per quarter, with additional meetings scheduled as necessary.

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 six 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



Job Description – Board/Committee Members

Each OMS Board and Committee Member should:

Demonstrate a strong interest in OMS's goals, have a passion for downtown revitalization and a desire to make a difference in the community;

Be positive, imaginative, well organized, and able to work both independently and within a committee environment and a self-starter willing to take the initiative;

Have an understanding of the issues confronting business and property owners, public agencies and community organizations in a small city and have an affinity for customs, traditions and virtues of small-town life;

Have experience in one or more of the following areas, but not limited to: municipal government, finance, fundraising, commercial district management, economic and/or small-business development, public relations & communications, marketing & promotion, non-profit or organizational management, architecture, historic preservation and planning. Knowledge of the Owosso business community would be a definite plus;

Be able to consistently attend Board/Committee meetings; and

Promote OMS to the general public, including serving as a representative of OMS to the community.

The OMS & DDA Board of Directors as a whole is responsible for governing the entire organization. The Board is responsible for determining organizational policy in the following areas: human resources, planning, finance, development, community relations and operations. In addition, each Board Member will have shared responsibility to:

Ensure the financial accountability of OMS, oversee the ongoing process of budget development, approval and review and ensure adequate funds are available to achieve OMS's mission and implement its programs and projects;

Decide and plan OMS's projects and programs;

Recruit and orient new Board and committee members;

Set policy regarding how OMS treats, recognizes and celebrates its volunteers;

Select and support the OMS Director, including contributing and participating in performance reviews;

Ensure that OMS's proposals and actions appropriately meet community and constituent needs;

Promote OMS to the general public, including serving as a representative of OMS to the community, and promote cooperative action with other organizations, including activities and occasions when OMS should take part in coalitions, joint fundraising, etc.; and

Ensure that OMS's administrative systems, operations and legal structures are adequate and appropriate and that OMS and its members meet all applicable legal requirements.



Owosso Main Street & Downtown Development Authority Board Member Responsibility Agreement

As a member of the Board of Directors of the Owosso Main Street & Downtown Development Authority (DDA), I, _____, hereby agree that I will abide by the following standards of conduct during and, when appropriate, after my tenure as a Board member:

I will act as an advocate for Downtown Owosso and promote OMS's role in an enthusiastic manner.

I will work cooperatively with downtown business owners and residents, fellow Board and volunteer committee members, community organization representatives, City of Owosso employees and members of the City Council to ensure OMS's programs and services appropriately address community and constituent needs.

I will be a member of at least one OMS committee and will participate in it fully, including oversight/ownership of one committee program, project, task or resource.

I will actively participate in OMS's fundraising activities based on my skills and background.

I will, to the best of my ability, attend all Board meetings and participate in one OMS event or project per year. I will give advance notice to the executive director if I am unable to attend a meeting to ensure a quorum; and I understand that if I'm absent from three consecutive Board meetings without just cause, I may be removed as a member of the Board.

I will offer my opinions in a constructive manner and be supportive of the OMS director, fellow Board members and volunteer committee members.

I will do my best to help ensure the financial accountability of OMS.

I will not divulge to any unauthorized person confidential information acquired in the course of my service on the Board in advance of the time prescribed by the Board for the release of this information to the public.

I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.

During the term of my appointment, I will endeavor to recruit new candidates for membership on the Board and/or one of its committees; and during the last year of my term, unless I'm eligible to and intend to serve an additional 4 years, I will help the OMS Chair and Mayor of the City of Owosso find a replacement.

Signed this _____ day of _____, 20____

Member, Board of Directors, Owosso Main Street/DDA

Chair, Board of Directors, Owosso Main Street/DDA



Boards and Commissions Application

Please return your completed application to the City Clerk's office at 301 W. 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