



# TOWN OF SIGNAL MOUNTAIN

Town Hall, 1111 Ridgeway Ave, 37377

Telephone (423) 886-2177 ~ Fax (423) 886-2939  
[www.signalmountaintn.gov](http://www.signalmountaintn.gov)

## APPLICATION FOR BOARD APPOINTMENT

Town government depends on its citizens for knowledge and insight. That is why the Town of Signal Mountain urges its citizens to apply to serve as members on town boards (also referred to as committees and commissions). Board members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive town government. The following questionnaire has been developed to assist the Town Council and the Town Manager to assess interests, eligibility and qualifications of those applying for board appointments. All residents are eligible and applications will remain on file for a year. For information on specific boards and their responsibilities, visit the town website and click on "Boards".

Questions to consider before applying for board membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this board expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the board?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the board, town manager, staff and council?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the board?*

### APPLICANT INFORMATION

Applicant Name (please print):

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Home Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation: \_\_\_\_\_ Retired:  Yes  No

- a) How long have you been a resident of the Town of Signal Mountain? \_\_\_\_\_ Years and \_\_\_\_\_ Months
  - b) Are you a registered voter of the Town of Signal Mountain?  Yes  No
  - c) Are you current with all financial obligations (taxes, permit fees, etc.) owed to the Town?  Yes  No
  - d) For which board are you applying? \_\_\_\_\_
  - e) Have you attended meetings of the board for which you wish to serve?  Yes  No How many? \_\_\_\_\_
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- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the Town?  Yes  No
- g) The Signal Mountain Code of Ordinances requires board members to attend 70% of regular meetings and stay current with the issues before the board. Are you able to meet these requirements?  Yes  No

h) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the board?  Yes  No If yes, please explain:

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i) Do you, your employer, your spouse, children or their employers, do business with the Town of Signal Mountain?  Yes  No If yes, please explain: \_\_\_\_\_

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j) Do you have any employment or contractual relationship with the Town of Signal Mountain that would create a continuing or frequently recurring conflict with regard to your participation on a board?  Yes  No If yes, please explain:

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k) Please explain your reasons for wishing to serve on a particular board:

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l) What goals and objectives do you wish to achieve on that board?

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m) Please provide a personal history, including education, experience, previous civic, community or other service involvement that would help the town make an informed decision regarding your board application.

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n) Would you be willing to be considered for appointment to any of the other board if a position is not available on the board of your first choice? If so, please list other boards for which you would like to be considered in order of interest:

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**Applicant Statement:** *I understand that I am applying to the Town of Signal Mountain to volunteer for a board appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the board; that I will be required to meet the attendance and training requirements for board membership; and, that failure to do so or any other reason designated by law or Town Charter may cause my removal from office. I agree to comply with all requirements of the board for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please return completed and signed application to:**

**Honna Rogers, Town Manager  
TOWN OF SIGNAL MOUNTAIN  
1111 Ridgeway Avenue  
Signal Mountain, TN 37377  
Website: [www.signalmountaintn.gov](http://www.signalmountaintn.gov)**

**Telephone: (423) 886-2177**

Board of Adjustments/ Appeals for Mechanical Codes

Positions: 8

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: None

When: As Called

Board of Zoning Appeals

Positions: 5

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 4<sup>th</sup> Thursday, 6:00pm

Citizen's Advisory Committee

Positions: up to 15

Term: one year

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly

When: Decided by Membership

Condemnation Board

Positions: 5

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: None

When: As necessary

Design Review Commission

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 4<sup>th</sup> Tuesday, 6:00pm

Health, Educational and Housing Facility Board

Positions: 7

Term: 6 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Yearly or as called

When: As announced

Historical Committee

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 2<sup>nd</sup> Wednesday, 2:00pm

Library Board

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 3<sup>rd</sup> Monday, 7:00pm

Mountain Arts Community Center Board

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 1<sup>st</sup> Monday, 7:00pm

Planning Commission

Positions: 7 (plus 2 council members)

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 1<sup>st</sup> Thursday, 6:00pm

Parks Board

Positions: 5

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: quarterly

When: As announced

Personnel Committee

Positions: 5

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 1<sup>st</sup> Tuesday, 7:00pm

Recreation Board

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 3<sup>rd</sup> Thursday, 7:00pm

Storm water Appeals Board

Positions: 1

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: None

When: As announced

Tree Board

Positions: 7

Term: 3 years

Term Begins: January 1<sup>st</sup>

Regular Meetings: Monthly or as called

When: 4<sup>th</sup> Thursday, 6:30pm

**Information including the purpose, duties and responsibilities of each board are available on the town website. Go to [signalmountaintn.gov](http://signalmountaintn.gov) and click on "Boards".**