

## Town of Auburn



### **Board and Commission Application Process**

The Town of Auburn encourages residents to become involved in town government through participation on various boards, commissions and committees. Serving in this capacity is an excellent way to contribute to the quality of life of the community and to play an active role in local government. Opportunities vary from advisory to regulatory to statutory, depending on the entity on which one serves.

The Town of Auburn has several boards and commissions that are appointed by either the Town Manager or the Select Board, per Section 4.01 of the Town Charter, as amended in May of 2009. In addition, the Town Manager may establish new committees or task forces at various times throughout the year to address a specific issue, need or goal. Depending upon the mission of the task force or committee, the Town Manager may seek to appoint a membership of diverse stakeholders, including residents, business owners, and/or community representatives.

The Town is seeking dedicated volunteers who are willing to commit their time and effort to serve as appointed members of these important boards, commissions and committees. All applicants for a board, commission or committee must fill out an application. We have made this process easy to encourage participation. If you would like to be considered as an appointed volunteer, you may fill out an application on-line by clicking on the following link:

<http://www.mapsonline.net/auburnma/forms/standalone.html.php?id=824015654>. Or, you can print the application, sign and return the completed form to the Town Manager's Office. Please attach a resume or description of your background, experience, education, or other relevant information that may be helpful to us when considering your application for appointment. You may mail, email or fax the completed form to:

Town Manager's Office  
102 Central Street  
Auburn, MA 01501  
Fax: (508) 832- 6145  
Email: [townmgr@town.auburn.ma.us](mailto:townmgr@town.auburn.ma.us)

When vacancies occur on a particular board, commission, or committee, the appointing authority will typically review the applications on file and may interview the candidates. Applications will be kept on file for a period of one year. After one year, a new application must be submitted for consideration.

Citizen participation and volunteerism are critical to the community. Thank you for your interest in serving the Town and making Auburn a better place to live and work.

Warm Regards,

*Julie A. Jacobson*

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Town Manager