



## MATTESON COMMISSION/COMMITTEE APPLICATION

The Village of Matteson is looking to develop a pool of Commission/Committee Applications. The work performed by the volunteer Commissions and Committees, appointed by the Village President, is an important part of effective local government. Naturally, it is equally important that these Commissions are comprised of qualified individuals interested in contributing time and energy toward making Matteson the best it can be.

For individuals that are interested in serving on the various Commissions/Committees of the Village, we have included descriptions of each of the Commissions/Committees below. Please review each Commission/Committee to determine where your interest(s) lie. Then, complete this application form and remit it to the Village of Matteson, Attn: Village Presidents Office, 4900 Village Commons, Matteson, Illinois 60443. This will provide the Village President and Board of Trustees valuable information necessary to assist them in locating the most qualified candidates for appointments to be made. If there isn't a vacancy on your Commission(s) of interest, we will keep your application on file for reference, when vacancies do occur.

Please indicate all Commissions in which you might have an interest in serving:

- Administration & Finance Commission** - The purpose of this Commission is to review matters pertaining to Village financial policy, accounting practices, investments, auditing, insurance, personnel administration, budget preparation, licenses, and the processes that govern the administration. This commission meets at 7:00 pm on the fourth Thursday of the month at the Village Hall.
- Economic Development Commission** - The purpose and goal of this Commission are to maintain the economic health of the existing community and promote industrial development, commercial business, retail, and other supporting services which will provide quality job opportunities, in order to diversify and broaden the tax base. This commission meets at 7:00 pm on the fourth Monday of the month at the Matteson Community Center.
- Fire & Police Commission** - The Fire & Police Commission is mandated by Illinois State Statute and is responsible for overseeing the testing process necessary to hire and promote sworn personnel in the Fire and Police Departments. The Commission is also responsible for the disciplinary process involving those employees. This Commission meets at 4:30 pm on the second Thursday of the month at the Village Hall.
- Housing & Human Relations Commission** - This Commission is responsible for matters pertaining to housing in the community; engagement with the homeowner association, and human relations to aim at improving relationships and ensure opportunity in areas of employment, housing public accommodations, recreation, education, and governmental service. The day, time, and location of this Commission's meeting are yet to be determined.
- Park & Recreation Commission** - This Commission is responsible for the matters pertaining to the oversight of miscellaneous Village property as it relates to Village-owned parks, as well as matters pertaining to park site development, recreation programming, and community beautification concerns. This Commission meets at 7:00 pm on the fourth Wednesday of the month at the Matteson Community Center.
- Planning & Zoning Commission** - This Commission is responsible for matters pertaining to community development, land use, comprehensive planning, and building regulations. This commission meets at 7:00 pm on the first and third Thursday of the month at the Village Hall.
- Public Works Committee** - This Committee is responsible for matters pertaining to streets, sewers, streetlights, sidewalks, water systems, storm drainage public buildings, and miscellaneous Village property. This Committee meets at 7:00 pm on the third Wednesday of the month at the Oakwood Recreation Center.
- Veterans Commission** - This Commission is responsible for matters pertaining to communication with the active-duty military and veteran's communities by providing advice to the Board on veteran programs, policies, and practices by serving the community connection. The day, time and location of this Commission's meeting are yet to be determined.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail address \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Years at this Employer \_\_\_\_\_

Previous Employer \_\_\_\_\_ Years at this Employer \_\_\_\_\_

Number of Years you have lived in the Village of Matteson \_\_\_\_\_ In area \_\_\_\_\_

Highest Level of Education \_\_\_\_\_

Clubs, Organizations, Awards & Honors \_\_\_\_\_

Have you ever served on a government board, committee, or commission in Matteson or elsewhere? \_\_\_\_\_

If yes, please describe the position held: \_\_\_\_\_

\_\_\_\_\_  
Please state what you feel you can contribute to the commission or committee for which you are applying (Use separate sheet if necessary)

\_\_\_\_\_  
Please indicate areas of interest or topics and concerns relating to the Village that have prompted you to be interested in appointment to a position on a commission or committee.

\_\_\_\_\_  
Please attach a copy of your resume. If a resume is not available, please summarize your work experience and any special skills and qualifications you have relating to the commission or committee for which you are applying.

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Please remit a completed application to:                      Office of the Village President  
   Village of Matteson  
   4900 Village Commons  
   Matteson, IL 60443

We greatly appreciate your interest in an appointment to one of our Commissions or Committees. Should an opening arise on the committee or commission for which you have applied, and your qualifications and interests meet the criteria set forth in the selection process you will be contacted to proceed in the selection process.

Sheila Y. Chalmers-Currin, Village President