

**APPOINTEE  
ROLES AND RESPONSIBILITIES FOR INDIVIDUALS  
SERVING ON STATUTORY BOARDS, COMMITTEES AND  
THE PLANNING COMMISSIONS**

**Introduction**

The City of Ontario uses various appointments to boards, committees, and the Planning Commission to advise the City Council. Each varies in terms of:

- 1) the duties of the individuals appointed;
- 2) the length of the appointment;
- 3) compensation, if any, that is to be received;
- 4) whether City Councilors may serve as voting members or in Ex-Officio status;
- 5) the date and time of meetings and the number of meetings per year

**Appointment Process**

- 1) Solicitation - The opening is advertised in the local media for all positions.
- 2) Application - Each individual must complete an application form – whether they are nominated or responding to a solicitation. The forms are available from the City Recorder’s Office, the City Hall Reception Desk, or can be downloaded off the city’s internet website [www.ontariooregon.org](http://www.ontariooregon.org).
- 3) Nomination - A person can be nominated for the position at a City Council meeting.

Completed applications shall be submitted to the City Recorder’s Office – 444 SW 4th Street, Ontario, OR 97914. A faxed application is acceptable at (541)889-7121.

**Applicant Requirements**

Potential nominees should:

- Have an interest in the position they are applying for;
- Be willing to become knowledgeable about the particular board, committee, or commission;
- Be committed and willing to serve as a representative of the city;
- Have no conflict of interest in regard to the appointment they are applying for;
- Apply or accept a nomination willingly, and not out of a sense of obligation;
- Be available on the dates and times of the meetings, as attendance at meetings is encouraged. The determination of unexcused absences shall be made by the respective board, committee, or commission. A recommendation for removal from the position shall be forwarded to the City Council for review and potential action. This Section shall not apply to boards, committees or commissions which have other statutory procedures for removal of members

## **Roles and Responsibilities**

The roles of individuals appointed to various boards and commissions vary depending on the statutory nature of the appointment.

1) Some board, committee, or commission appointments serve only in an **advisory capacity** while other positions may be both **advisory and policy management**. The statutes govern the nature of the role of the board or commission.

a) **Advisory Boards** - Boards, committees, and the Planning Commission which are advisory in nature function as a sounding board to the agency director or management personnel. The member is appointed to solicit feedback from the community and to advise the management staff on such issues as program priorities, the success of the agency in meeting stated objectives, and to provide assistance to management staff in addressing issues and concerns which may develop in relationship to the agency functioning in the community. Separating an advisory role from a policy management role is a fine line which may have to be defined by mutual agreement between the board, committee, or Planning Commission and management staff. The internal day-to-day management and operation of an agency is not the function of an advisory board, committee, or Planning Commission unless management staff solicits input. If the operation, management, and performance is below desired levels (assuming it is known what those levels are), the advisory body has an obligation to provide feedback to the management staff and actively seek resolution of the deficiencies.

b) **Advisory and Policy Management Boards** - Boards, committees, or the Planning Commission which have both advisory and policy management responsibilities, such as approving contracts, approving and reviewing budgets, or making decisions on land use actions, require a more active role on the part of appointed members. This requires each appointee to gain an in-depth understanding of the operating policies and guidelines which contribute to the operation of the agency. However, the day-to-day management of the agency remains with the management staff.

2) After Appointment:

a) Once appointed, board, committee, and Planning Commission members have the responsibility to become familiar with the goals and objectives of the agency, and any state and/or county statutes which guide the operation of the agency and its financing arrangements. Some agencies have a complex financing arrangement with federal, state and local funds involved. Developing a knowledge base of the financing arrangement is important if the appointee is to fulfill their role as a contributing member to the advisory body.

b) Appointees should be mindful that they are serving as a representative of the City of Ontario.

c) Appointees should come prepared to meetings. Members should take the time to become familiar with the agency, its challenges, problems and programs. In addition, gaining operational knowledge of the financial condition is paramount to becoming an effective member.

# CITY OF ONTARIO

## REQUEST FOR BOARD OR COMMISSION APPOINTMENT

**Mail or personally deliver to:** *City of Ontario -- City Recorder*  
*444 SW 4th St., Ontario, OR 97914*  
*(541) 889-3232 FAX (541) 889-7121*

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

**NAME:**

Last

First,

Middle Initial

**HOME ADDRESS:**

Street

City

Zip Code

**TELEPHONE: (     )**

Home, Work, Cell, or Business (Include Area Code)

E-mail Address

**Name of Board, Committee, or Commission for appointment requested:**

---

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
**Community Activities/Civic Organization/Boards/Committees:**

---

Activity / Organization:

Length of Service

Position (s) Held:

**Employment:**

Current Employer:

Position:

Dates of Employment:

Current Employer:

Position:

Dates of Employment:

**Education:**

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:

Signature:

Date: