

Town of Nottingham
P.O. Box 114
Nottingham NH 03290



Office 603-679-5022
Fax 603-679-1013

APPLICATION FOR BOARD / COMMITTEE
APPOINTMENT

Name _____ Phone _____

Address _____ Email: _____

I am requesting a: ___ New Appointment ___ Reappointment

I am requesting a seat as:

___ Planning Board Alternate Member (appointed by Planning Board)

___ Conservation Committee Member (appointed by Board of Selectmen)

 ___ Regular Member ___ Alternate Member

___ Zoning Board of Adjustment Alternate Member (appointed by ZBA)

___ Capital Improvement Program Committee (appointed by Board of Selectmen)

___ Library Trustee (vacancies filled by Board of Selectmen appointment)

___ Trustee of Trust Funds (vacancies filled by Board of Selectmen appointment)

___ Other: _____

Signature: _____ Date: _____

Thank you for your interest in serving the Town of Nottingham. Please attach a brief explanation for your interest, and statement of your qualifications to serve on the board(s)/committee(s) selected above.

Return to: Town of Nottingham
 Board of Selectmen
 P.O. Box 114
 Nottingham, NH 03290

TOWN BOARD / COMMITTEE APPOINTMENT PROCESS

The process for Board of Selectmen's appointments and re-appointments to town boards, committees, commissions, etc. (hereafter, "committee") is as follows:

Positions appointed by the Board of Selectmen include, but are not limited to:

- Regular and Alternate members of the Conservation Commission
- Alternate members and vacancies on the Library Trustees
- Members of the Capital Improvement Plan Committee
- Town representation on various regional bodies
- Members of Ad-Hoc committees created by the Board

Other positions on elected boards and commissions are detailed in various state laws. The Town Office, Town Clerk, and chairs of the various elected boards, can guide those interested to the appropriate regulations and explain the process for election or appointment to vacancies or Alternate membership.

Those interested in appointment are encouraged to attend meetings of the committee, introduce themselves to the members, and discuss the position with the chair. Candidates should be familiar with the legal responsibilities, workload, meeting schedule, and other expectations of members. Training materials and workshops are available for many topics through statewide organizations.

To apply for appointment:

1. Complete the attached Application for Appointment
2. Submit both to the Town Office (put contact email on form)

The town office will provide copies of applications to Selectmen and the chair of the committee. Applicants will be invited to an upcoming meeting of the Board of Selectmen for introduction and interview, where any recommendation from the committee will also be reviewed. The Board of Selectmen generally hope to develop membership on committees with experience as Alternate members prior to Regular appointments.

If appointed by vote of the Board of Selectmen, new members must visit the Town Clerk to sign an Oath of Office before taking their seat with the committee.