



# Advisory Boards, Commissions and Committees

## Application and Selection Process

Thank you for your interest in serving on an advisory board, commission or committee. Citizen involvement enhances and promotes Oak Park's character and values. Advisory boards, commissions and committees serve as additional resources and support to the Village Board of Trustees and Village staff.

### How To Apply

- Review board and commission information at [www.oak-park.us/volunteer](http://www.oak-park.us/volunteer) and choose two or three that interest you.
- Attend at least one meeting of those that interest you. Speak with the commission chair.
- Complete an application and provide a resume listing your employment, education and prior experience in civic service with the Village or other organizations. Submit these materials via U.S. Mail to:

Village Clerk  
Village of Oak Park  
123 Madison St.  
Oak Park, IL 60302

or via e-mail to [clerk@oak-park.us](mailto:clerk@oak-park.us)

### Application Review Process

- The Village Clerk's office will review your application and contact you.
- You will be invited to a group interview with the Citizen Involvement Commission (CIC), which manages the selection process.
- The CIC will find an appropriate fit for you on a board, commission or committee based upon your application, open positions and any other specific needs or requirements of the boards or commissions. You are not guaranteed an appointment. The CIC strives to find and recommend the best candidates based upon skills, aptitude, experience, training and temperament for each commission
- The CIC will either recommend you for a position, hold your application for future openings or decline your application.
- The CIC recommendation is forwarded to the Village President and Board of Trustees for review and approval.
- The Clerk's office will notify you of the date the Board of Trustees will vote on your appointment. You are welcome to attend this meeting, but are not required to.

### If You are Appointed

- The Clerk's office will notify you.
- You will receive a Performance Pledge to sign and return to the Village Clerk prior to assuming your position.

### If Your Appointment is on Hold

- Your name may remain on file with the Village Clerk for up to 12 months.
- After 12 months, you are welcome to reapply.

For more information, call 708.358.5670 or e-mail [clerk@oak-park.us](mailto:clerk@oak-park.us).



# Volunteer Application

The Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.383.6400  
Fax 708.383.6692  
TTY 708.383.0048  
village@oak-park.us

Name \_\_\_\_\_ Application Date \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Preferred E-mail (required) \_\_\_\_\_

Years Oak Park resident \_\_\_\_\_ Select one:  Rent  Own  Other

Preferred Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

## Commission Choices

First Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Second Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Third Choice \_\_\_\_\_ Date Attended \_\_\_\_\_  
Board/Commission/Committee

Reason Interested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would be willing to serve on another commission.

## Availability

Monthly  Semi-Monthly  Weekly  As Needed  Anytime

In the space below, please explain why you are interested in serving on a board, commission or committee and how you can contribute to the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Demographic Data (optional)**

The Village of Oak Park promotes diversity among Board and Commission members. The information below helps track recruitment efforts. Declining to provide any or all of the information below will not affect the selection process.

Female  Male  Transgender      Race/Ethnicity: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status  Married  Partnered  Single  Widow/Widower      No. of Dependents Under 18: \_\_\_\_\_

Profession: \_\_\_\_\_

Please list any disabilities that would require special accommodations to enable participation:

\_\_\_\_\_

\_\_\_\_\_

How did you hear about the Village's volunteer boards and commissions?

OP/FYI       VOP-TV       Village Website       Word of mouth       Flyer       Other

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**References (optional)**

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Name Telephone Number

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**Please Return Completed Form to:**

Village Clerk  
Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302